



Director III, Early Childhood/Pre-Kindergarten Special Education and General Education

Position Details

Job Code: U7102

Reference Code: A396

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible in directing early childhood programs including the placement of eligible children, coordinating programming with other agencies, early childhood programming, coordinating the allocation of resources, assisting with parent/guardian support, researching and implementing best practices, and overseeing the day-to-day operations at all early childhood centers. Additionally, this position will work with all departments and schools to improve instruction and maintain dialogue with the Nevada Department of Education (NDE) regarding early childhood issues. This position is directly responsible to the Executive Director (Director IV), Instructional Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, and provides oversight for operations and activities of the early childhood department including Child Find services, Community Outreach services for families of children ages birth to three, transition from Part C to Part B of IDEA, three early childhood development centers, and direct support to over 600 early childhood programs in the Clark County School District (CCSD).
2. Supervises and mentors administrative, licensed, and support professional staff.
3. Investigates, resolves, and responds to parent/guardian concerns.
4. Oversees and monitors all early childhood programs ensuring quality instruction through the implementation of best practices and standards set forth by the National Association for the Education of Young Children (NAEYC) and the Early Childhood Environment Rating Scale, third edition (ECERS-3).
5. Secures new program units for each fiscal year for early childhood special education and general education.
6. Conducts regular stakeholder needs assessments, reviews data, and plans, organizes and directs the development of internal and external support systems, workshops, and professional learning for various stakeholders, according to needs analysis.
7. Ensures department activities comply with established laws, codes, regulations, policies, and procedures, conditions of existing memorandums of agreement, and parameters of the designated grants.
8. Directs management of millions in grant funds and oversees applications of additional millions in grant funds.
9. Oversees technical assistance to schools, staff, and other stakeholders on Pre-K programs, IDEA compliance, Pre-K program structure and requirements, Early Childhood best practices, and tiered supports, and provides direct support for conflict resolution and escalated concerns.
10. Directs early childhood programming within Title I schools.
11. Collaborates with various CCSD administrators, community partners, and the Nevada Department of Education in the development, implementation, and evaluation of several special education and general education early childhood projects including, but not limited to grant writing, developing initiatives, providing technical support, and reviewing policies and procedures.
12. Anticipates possible interagency concerns and responds on behalf of CCSD to affect resolutions.
13. Assists in the identification and placement of eligible children and coordination of appropriate related services for involvement in the early childhood programs, as well as monitors and evaluates general education Pre-K placement process to ensure operational efficiency, effective communication, and stakeholder satisfaction.

14. Provides consultation to administrators, staff, and the public regarding early childhood special education programs as well as early childhood general education programs.
 15. Oversees the supervision of Nevada Ready! Pre-K programs at the three Child Development Centers (CDCs) and community inclusion programs with Acelero Head Start and UNLV Preschool, as well as creates, maintains, and ensures compliance with Memorandums of Understanding with Acelero Head Start and UNLV Preschool.
 16. Directs, coordinates, and monitors the family engagement initiatives of families with children from birth to kindergarten entry.
 17. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to Child Find, Community Outreach, Nevada Ready! Pre-Kindergarten, Title I, Blue Ribbon Commission Equity report, and the Early Childhood Literacy grant.
 18. Coordinates Extended School Year (ESY) services for early childhood students.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Thorough working knowledge of federal, state, and local mandates and laws including the seamless transition of children from Part C services (birth to age three [3]) to Part B services (age three [3] and up).
2. Thorough working knowledge of CCSD procedures, policies, and regulations.
3. Knowledge of best practices in the field of early childhood and elementary level instruction.
4. Knowledge of curriculum and additional supplemental programs appropriate for all early childhood students (Creative Curriculum® for Preschool, Nevada Pre-Kindergarten Standards, etc.).
5. Knowledge of early childhood development.
6. Working knowledge and understanding of tools used to assess high-quality programming in early childhood and materials at correct developmental levels for all children.
7. Working knowledge of and clear understanding of Teaching Strategies GOLD™ and Brigance.
8. Ability to plan and develop PowerPoints for professional learning opportunities and best practice activities.
9. Ability to create positive working environments.
10. Ability to prepare and validate reports and review all evaluations, reports, and research.

11. Ability to maintain and administer budgets and high-quality Early Childhood Programs.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment to the position, appropriate Nevada school administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school; or,
Two (2) years of experience as a contracted administrator in a related administrative position.
3. Demonstrated experience in federal and state grants financial management.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Thorough working knowledge of Individuals with Disabilities Act (IDEA), Title I, and CCSD Special Education procedures.
2. Demonstrated skills in planning, organizing, and coordinating programs and instructional activities.
3. High level of self-confidence, initiative, and self-direction.
4. Excellent organizational skills and communication skills.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/30/24
- Created: 09/22/08