

# Director IV/Executive Director, Instructional Support

## Position Details

Job Code: U7103

Reference Code: A503

Division: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the responsible administrator for providing direct leadership for services and supports provided to schools from the Student Services Division (SSD), providing technical support to region administration regarding state and federal mandates, and program implementation. This position is responsible for providing leadership and oversight for SSD region support team, Professional Learning Department, Early Childhood Department, the Linking Instructional Needs and Key Supports (LINKS) Department, Alternative Route to Licensure (ARL)/Alternative Route to Certification (ARC) for special education, Gifted Education Department, and state and federal finances. This position will assist with extensive policy development, analysis, and interpretation. This position will serve as a liaison to principals to foster an environment conducive to implementing inclusionary educational practices. This position reports to the Chief of Health and Student Services, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Provides leadership and support districtwide for K-12 instructional initiatives.

2. Collects data for analysis to plan and provide programming for increasing student achievement.
  3. Implements instructional designs that support the achievement of grade-level academic content standards for all students.
  4. Leads the Clark County School District's effort to ensure quality support services for identified students and their families.
  5. Works cooperatively with advocacy and community groups to communicate the District's intent to improve achievement through coordinated efforts.
  6. Provides oversight for designing learning environments that support the achievement of grade-level academic standards for all students.
  7. Facilitates change in policies to enhance service delivery models for students with disabilities.
  8. Develops and reviews department policies and procedures.
  9. Provides direct supervision and evaluation of department staff.
  10. Interacts with District and region administration, schools, the Nevada Department of Education (NDE), parents/guardians, and community-based agencies and advocates.
  11. Investigates and resolves parent/guardians concerns.
  12. Advises staff on student disciplinary concerns.
  13. Serves as a liaison to community groups and public agencies.
  14. Provides oversight for implementation of District policies.
  15. Effectively utilizes staff, resources, and services to maximize the use of funds.
  16. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of federal, state, and local special education mandates.
2. Knowledge of Individuals with Disabilities Education Act (IDEA), Section 504, Nevada Administrative Code (NAC), and the Americans with Disability Act (ADA).
3. Understanding of, and sensitivity to, the needs of cultural and ethnic groups and individuals with disabilities.
4. Ability to skillfully motivate others, both within and outside the division and the District, to invest in the development and implementation of the resolutions of the division's challenges.
5. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
6. Possess an inordinate amount of initiative.
7. Ability to work in a fast-paced environment amid constant challenges and often competing interests.

8. Ability to maintain a focus on how decisions and processes will enhance student achievement.
  9. Ability to continually lead critical analyses of current practices with a focus on improvement.
  10. Ability to communicate effectively, both verbally and in writing, with diverse audiences and stakeholders in widely divergent situations.
  11. Ability to recognize and promote the professional potential in others.
  12. Ability to anticipate, and sometimes create, changing conditions and to effectively lead others in evolving and adapting to change.
  13. Ability to adeptly recognize when to act as the responsible authority versus when to seek direction/authority from a superior.
  14. Ability to exemplify integrity, candor, and high ethical conduct.
  15. Ability to maintain poise, professional demeanor, and perspective.
  16. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
  17. Possess strong interpersonal skills and the ability to effectively communicate with a wide-range of individuals and constituencies in a diverse community.
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## **Position Requirements**

### **Education and Training**

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

### **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

### **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, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of three (3) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of three (3) years contracted administrative experience in a related position.
3. Experience as an elementary and/or secondary assistant principal or principal.

4. Capable of providing districtwide support in meeting all federal requirements.

## **Preferred Qualifications**

Direct experience with special education in a teaching environment.

**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, or 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: 04/12/22
- Created: 01/12/05