



Director IV/Executive Director, Support Services

Position Details

Job Code: U7103

Reference Code: A504

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions as a responsible administrator for providing direct leadership and oversight for services and supports provided directly to schools; ensuring professional standards for each discipline; and providing technical support to region administration regarding federal and state mandates, and program implementation. This position is responsible for providing oversight of related services departments, low incidence disabilities department, the department of special programs and projects, gifted education programming, and state and federal grant finances. This position has primary responsibility for the equitable distribution of resources and services based on identified needs of students. This position reports to the Chief of Health and Student Services, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Leads the Clark County School District's effort to ensure quality support services for identified students and their families.

2. Ensures quality services by related services staff for optimum access to academic opportunities.
 3. Effectively commits resources of staff and services maximizing use of funds and aligning to District's initiatives.
 4. Leads the District's fiscal accountability efforts related to grant finance.
 5. Acts as a negotiator between parents/guardians, advocates, and school staff to resolve disputes.
 6. Provides oversight for the implementation of services relating to the provision of services such as adaptive physical education (APE), assistive technology, Extended School Year (ESY), Alternative Instructional Assistance (AIA), Child Find, Homebound, Transition Services, etc.
 7. Provides leadership to implement District initiatives as they relate to identified students in need of support.
 8. Works cooperatively with advocacy and community groups to communicate the District's intent to improve achievement through coordinated efforts.
 9. Directs the implementation of services related to gifted and talented education.
 10. Facilitates change in policies to enhance service delivery models for students with disabilities.
 11. Develops, reviews, and reports department policies and procedures in relation to return on investment (ROI).
 12. Coordinates program development with state, regions, and school personnel to monitor and measure the extent to which the resources of people, time, and money are contributing to student success.
 13. Works with state and federal agencies, as applicable.
 14. Supervises and evaluates the performance of assigned staff.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must demonstrate strong negotiation skills to include the ability to work well with others to reach resolution.
2. The ability to problem-solve resource solutions to drive support to the areas of greatest need.
3. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet District and state standards.
4. Ability to effectively lead, direct, and manage a multitude of projects, tasks, and services simultaneously.
5. Possess an inordinate amount of initiative.

6. Ability to work in a fast-paced environment amid constant challenges and competing interests.
 7. Ability to maintain a focus on how decisions and processes will enhance student achievement.
 8. Ability to continually lead critical analyses of current practices with a focus on results.
 9. Ability to communicate effectively, both verbally and in writing, with diverse audiences and stakeholders, in widely divergent situations.
 10. Ability to recognize and promote the professional potential in others.
 11. Ability to anticipate, and sometimes create, changing conditions and to effectively lead others in evolving and adapting to change.
 12. Ability to adeptly recognize when to act as the responsible authority versus when to seek direction/authority from a superior.
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Position Requirements

Education and Training

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. Demonstrated experience in federal and state grants financial management.

Preferred Qualifications

1. Previous experience in both school and central office delivery of services.
2. Knowledge of special education law and gifted education practices.

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: 04/07/05