

Director III, Related Services

Position Details

Job Code: U7102

Reference Code: A506

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 functions to provide direction to the Speech Language Department, provide direction to the the Health Services, Occupational and Physical Therapy, Child Find, and Psychological Services Departments. This position is directly responsible to the Executive Director (Director IV), Special Education and Support 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 special education related services in all Clark County School District areas for districtwide programs such as speech, health, psychological, occupational and physical therapy, child find, and audiology services.
2. Ensures department and program activities comply with established laws, codes, regulations, policies, and procedures.
3. Coordinates and direct resources, communications, and personnel to ensure smooth and efficient department activities within the areas.

4. Collaborates with various District administrators in the development, implementation, and evaluation of various special education programs and projects.
 5. Directs activities to assure proper and timely resolution of department and program issues and conflicts.
 6. Monitors and evaluates special education services and activities for effectiveness and operational efficiency.
 7. Oversees the development and implementation of programs, policies, and procedures to enhance educational effectiveness and operational efficiency by developing and implementing program objectives.
 8. Plans, organizes, controls, and directs training sessions, workshops, and other professional learning activities in special education related services and child find.
 9. Provides consultation to administrators, faculty, staff, and the public regarding special education related services and child find operations, functions, and activities.
 10. Assures adequate resource, facility, equipment, and personnel levels to meet local and state standards and requirements for special education programs.
 11. Develops and prepares the annual preliminary budget for the department and assigned Special Education Related Services and Child Find Department needs, issues, and functions.
 12. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to Special Education Related Services Department objectives, projects, budgets and financial activity, personnel, and assigned duties.
 13. Maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to special education related services.
 14. Arranges facilities, transportation, and class configurations to facilitate special education programs and activities, as necessary.
 15. Oversees the budget and supervises the Child Find Department.
 16. Manages the daily operations at the Dr. Beth Howe Center and the Brinley Center.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of special education process and timelines, including the Individuals with Disabilities Education Act (IDEA).

2. Knowledge of professional standards, ADA/Section 504, budget development, data analysis, Best Practices in Instruction, and School Improvement Process.
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Position Requirements

Education and Training

Master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. Professional license in a related service area.
3. Membership in a national professional association in a related service area.

Experience

1. Have previously demonstrated five (5) years of successful licensed special education 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 special education teaching experience in an accredited K-12 public or private school **and** currently hold a valid Nevada school administrative endorsement.
2. Have previously at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
3. Three (3) to five (5) years of successful leadership experience in a related service area.

Preferred Qualifications

None specified.

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: 04/13/22
- Created: 11/12/08