



Director II, Office of the Deputy Superintendent/Teaching and Learning Unit

Position Details

Job Code: U7101

Reference Code: A008

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to support the Office of the Deputy Superintendent in alignment with the work of the Teaching and Learning Unit, including the development of systems and structures to enhance teaching and learning processes and increase student achievement. This position will also work collaboratively with members of the Teaching and Learning Unit to create and implement processes to promote data-driven instruction and assessment; purposeful planning; professional learning; instructional observation and feedback; and positive, learning-focused student and staff culture. This position also provides support, services, and guidance for the following areas within the Teaching and Learning Unit, including the Academic Unit; the College, Career, Equity, and School Choice Unit (CCESCU); the Assessment, Accountability, Research, and School Improvement Division (AARSI); Region 1; Region 2; and Region 3. This position reports directly to the Deputy Superintendent, Teaching and Learning Unit.

Essential Duties and Responsibilities

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

1. Provides direct support for the Teaching and Learning Unit in alignment with instructional leadership, including the development and implementation of teaching and learning processes, such as data-driven instruction and assessment; purposeful planning; professional learning; instructional observation and feedback; and positive, learning-focused student and staff culture.
2. Facilitates the development of tools and resources to ensure consistent implementation of the Nevada Educator Performance Framework (NEPF).
3. Assists with the development and implementation of consistent professional learning and instructional tools and resources for Region leadership and schools.
4. Provides direct support focusing on the design and integration of systems and structures to effectively implement instructional models at schools within the District, including full-time face-to-face instruction and full-time distance education.
5. Coordinates and facilitates working groups and focus group sessions with Region leadership, school administrators, personnel from other divisions and departments, and community members.
6. Facilitates the development of guidance for the implementation of processes and procedures focusing on integrated instructional models to effectively execute throughout the District.
7. Collaborates with the Communications Department and other District divisions and departments to develop and coordinate essential communication with the community and parents/guardians focusing on instructional models, academic programs, and opportunities for students.
8. Plans and provides support for Regions and schools regarding short-term and long-term strategies and initiatives aligned to the District's strategic plan.
9. Develops support structures and documents business practices and procedures for administrators and educators regarding strategies and initiatives aligned to the District's strategic plan.
10. Researches and monitors trends related to instructional leadership; school instructional models; high quality, standards-based instruction; and systems and structures to ensure the alignment of the curriculum, instruction, and assessment.
11. Provides leadership and assistance with the development of the District's Building and Equipment Standards for Grades K-12 aligned to the required curriculum.

12. Facilitates, coordinates, and directs the opening of new schools working directly with school principals.
 13. Develops and implements District initiatives and projects and recommends, interprets, and evaluates policies, regulations, procedures, and standards, as required.
 14. Facilitates the development and integration of a digital curriculum by aligning resources and collaborating with Region leadership, school administrators, and personnel from other divisions and departments.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and other department personnel.
2. Demonstrated ability to work with parents/guardians and community members.
3. Knowledge and understanding of broad community issues.
4. Knowledge and understanding of District policies, regulations, procedures, and standards.
5. Knowledge and understanding of state educational requirements and legal implications.
6. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
7. Demonstrated high level of self-confidence, initiative, and self-direction.
8. Demonstrated high level of skills in planning, organizing, and coordinating the activities of others in a pleasant, efficient manner.
9. Exhibits strong written and oral communication skills.
10. Knowledge and understanding of instructional systems and structures to implement high-quality instruction to increase student achievement, including but not limited to, data-driven assessment and instruction, instructional planning, professional learning, student and staff culture, and observation and feedback.
11. Knowledge and understanding of the District's balanced assessment system.
12. Knowledge and understanding of the NEPF.
13. Knowledge and understanding of the instructional operations of a school.
14. Understanding of the Nevada Academic Content Standards (NVACS) and District's curriculum.
15. Understanding of Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC) pertaining to the administration of online and distance education and alternative education.
16. Knowledge of the CCSD organizational structure and related personnel.

17. Attentive to national best practices, research, and trends as outlined by leading organizations in the field of online and blended education (i.e., National Standards for Quality Online Teaching (iNACOL), Digital Learning Collaborative (DLC), Quality Matters, International Society for Technology Education (ISTE), The Learning Accelerator, Clayton Christensen Institute, etc.).
 18. Ability to administer technical needs pertaining to districtwide learning management systems (LMS) and student information systems (SIS).
 19. Familiarity with current state and District curricula and assessments to ensure alignment of developed or purchased content to standards.
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Position Requirements

Education and Training

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

Licenses and Certifications

Must possess or be able to acquire a Nevada school administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least five (5) years' of successful teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement (or) have previously demonstrated at least three (3) years' of successful teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Two (2) years as a contracted administrator in an accredited K-12 public or private school or two (2) years' experience as a contracted administrator in a related position.

Preferred Qualifications

1. Successful experience as an elementary or secondary school administrator.
2. Successful experience in leadership roles related to curriculum instruction and staff development.
3. Experience with analyzing and interpreting data and providing statistical analysis assistance.
4. Experience with project planning.

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: 05/12/21