

School Associate Superintendent

Position Details

Job Code: U7376

Reference Code: B034

Division: Academic Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 48 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The position will serve as the School Associate Superintendent (SAS). This position is directly responsible to the Region Superintendent, Teaching and Learning Unit.

Essential Duties and Responsibilities

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

1. Responsible for meeting the goals of the focus areas and strategic areas of proficiency, academic growth, narrowing achievement gaps, preparing students for college and careers, identifying the value of programs and practices, reducing disproportionality, providing a safe and welcoming climate, and engaging stakeholders in school and Clark County School District (CCSD) related matters.
2. Responsible for compliance with all applicable federal, state, and local laws.
3. Provides support, supervision, coaching, and mentoring to a portfolio of Kindergarten–Grade 12 (K–Grade 12) principals.
4. Provides leadership to school staff in the operation of school organizational teams to provide assistance along with advice to the principal to implement and monitor school improvement processes.

5. Serves as the liaison between school principals and the region superintendent or designee, advocating for the needs of schools, and ensuring compliance with requirements from the region superintendent or designee.
 6. Reviews and approves the plans of operation for schools, including all budgets, school performance plans, supplemental school performance plans, and ensures effective implementation thereof.
 7. Responsible for the performance of schools based upon CCSD and state accountability measures, student achievement and growth measures, and annual surveys of school stakeholders.
 8. Ensures that schools maintain a positive climate for learning that supports diversity for students, staff, and parents/guardians.
 9. Responsible for the selection, assignment, performance, professional learning, supervision, evaluation, retention, and discipline of all staff.
 10. Presents quarterly reports to local government entities regarding the performance of schools, when necessary.
 11. Responsible for supporting the principal's engagement of community within the school.
 12. Monitors and ensures the condition of the physical assets, including the neatness and cleanliness of the buildings and grounds; along with the safety, security, as well as state of maintenance and repair of the buildings, grounds, furnishings, and equipment.
 13. Provides school principals with support along with assistance to meet the requirements of the Nevada Educator Performance Framework (NEPF) and Teaching and Learning Expectations for Tier I Instruction.
 14. Provides support along with development to school principals in goal setting, observation and feedback, conferencing, monitoring, and identification, as well as collection of evidence.
 15. Responsible for the development and implementation of professional learning for principals.
 16. Responsible for effective planning, oversight, and control of the expenditure of all allocated funds.
 17. Responsible for consistency in supervision of principals.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Actively promotes as well as maintains a relationship of mutual trust, confidence, and respect among all CCSD staff.

2. Maintains an understanding of the issues in CCSD and is responsible for information disseminated inside and outside CCSD.
 3. Promotes and behaves with integrity in relationships with colleagues, students, parents/guardians, the community, and when representing CCSD.
 4. Demonstrates a commitment to transparency and timeliness.
 5. Creates and sustains a focus on learning along with a culture of continuous improvement, including the effective use of multiple data sources.
 6. Aligns curriculum, as well as instruction with resources in a manner that is culturally responsive, strategic, and diverse.
 7. Demonstrates success in improving student achievement for all students.
 8. Demonstrates successful leadership experiences in professional learning, supervision, and evaluation.
 9. Demonstrates effectiveness in planning, scheduling, and allocating resources; reaching logical conclusions and making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences.
 10. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, parents/guardians, and community members.
 11. Seeks and accepts constructive guidance from immediate supervisor, as well as from building-level administrators.
 12. Demonstrates the ability to communicate effectively with diverse audiences.
 13. Maintains confidentiality of sensitive information.
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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 administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K–Grade 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–Grade 12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

2. Have previously demonstrated at least two (2) years of experience as a contracted school principal in an accredited K–Grade 12 public or private school or at least five (5) years’ recent successful district-level leadership experience* as a contracted administrator in a large (minimum of 30,000 students) urban public school district.
3. Have experience with school accountability in terms of data analysis leading to systemic school improvement planning.
4. Have present or previous experience with research targeting student achievement in diverse educational settings.
5. Demonstrates successful performance in the position held at the time of application.

*Leadership experience may include, but is not limited to, school administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, and educational technology.

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, 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: 06/18/24
- Created: 11/28/18