

School Associate Superintendent

Position Details

Job Code: U7376

Reference Code: B034

Division/Unit: Teaching and Learning

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). The position is responsible for providing leadership to school principals. Requires knowledge of teaching and learning processes, school finance, budget development, and implementation. Ability to work and communicate effectively with people to focus human and financial resources toward the achievement of the Clark County School District (CCSD) goals. This position is directly responsible to the Region Superintendent, Teaching and Learning.

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 CCSD-related matters.
2. Ensures 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) school principals.

4. Provides leadership and assistance to school staff in the operation of school organizational teams, along with advice to the school 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 all students, staff, and parents/guardians.
 9. Ensures effective selection, assignment, performance, professional learning, supervision, evaluation, retention, and discipline of all staff.
 10. Supports the school principal's engagement of the community within the school.
 11. Monitors and ensures the condition of physical assets, including the neatness and cleanliness of the buildings and grounds, along with the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment.
 12. Provides school principals with support and assistance to meet the requirements of the Nevada Educator Performance Framework (NEPF) and Teaching and Learning Expectations for Tier I Instruction.
 13. Provides support along with development to school principals in goal setting, observation and feedback, conferencing, monitoring, and identification, as well as collection of evidence.
 14. Ensures the development and implementation of professional learning for school principals.
 15. Ensures effective planning, oversight, and control of the expenditure of all allocated funds.
 16. Ensures consistency in supervision of school principals.
 17. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Maintains an understanding of the issues in CCSD and is responsible for information disseminated inside and outside CCSD.

2. Actively promotes, as well as maintains, a relationship of mutual trust, confidence, and respect among all CCSD staff.
 3. Seeks and accepts constructive guidance from immediate supervisor, as well as from building-level administrators.
 4. Promotes and behaves with integrity in relationships with colleagues, students, parents/guardians, the community, and when representing CCSD.
 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 responsive and strategic.
 7. Maintains confidentiality of sensitive information.
 8. Demonstrates a commitment to transparency and timeliness.
 9. Demonstrates success in improving student achievement for all students.
 10. Demonstrates successful leadership experiences in professional learning, supervision, and evaluation.
 11. 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.
 12. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with employees, students, parents/guardians, and community members.
 13. Demonstrates the ability to communicate effectively with various audiences.
-

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. Employee/applicant must be able to provide their own transportation.

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. 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: 05/15/25
- Created: 11/28/18