

# Director III, Executive Director, Family and Community Engagement

## Position Details

Job Code: U7102

Reference Code: A298

Division/Unit: Community Engagement Unit

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing the vision, leadership, oversight, supervision, and support for Clark County School District (CCSD)'s Family Engagement Department, Partnership Department, Team Engagement Department, and Events Department. The position develops and drives the intended outcomes of the projects and oversees multiple departments, programs, and district initiatives, providing oversight to ensure alignment with CCSD's strategic plan, the Superintendent's goals, and measurable impact on student outcomes and organizational success. This position is directly responsible to the Assistant Superintendent of Community Partnerships and Government Relations.

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## Essential Duties and Responsibilities

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

1. Oversees multiple departments and programs focused on stakeholder engagement, ensuring coordinated collaboration, strategic prioritization, and meaningful partnerships that align with CCSD needs and priorities.

2. Provides strategic leadership and coordination for CCSD staff to advance CCSD community partnerships in support of districtwide initiatives and priorities.
3. Oversees collaborative fundraising and partnership development efforts to drive support for CCSD programs, services, and districtwide priorities.
4. Supports CCSD personnel in developing community partnerships that align with and promote CCSD initiatives and strategic goals.
5. Responsible for the overall success of fulfilling CCSD educational fundraising goals by providing leadership and overseeing the day-to-day operations, strategic vision, and operational excellence.
6. Oversees grant projects and collaborative processes on behalf of CCSD to include an application process, forms, timeline, board approvals, and reporting requirements, and makes appropriate changes, as needed.
7. Supports the development and implementation of proper procedures to record charitable distributions and handles documentation in accordance with donor designations and auditor requirements.
8. Serves as a liaison and ambassador for CCSD, building and maintaining strong relationships with donors and external partners to secure philanthropic support.
9. Directs the implementation of districtwide community partnership and engagement strategies in alignment with CCSD's strategic plan and Superintendent's goals.
10. Directs the implementation of districtwide community partnership and engagement strategies in alignment with CCSD's strategic plan and Superintendent's goals, while ensuring accountability for outcomes and progress monitoring of subordinate staff.
11. Develops and supervises the implementation of research-supported models and strategies for engaging families in student academics and school activities in support of CCSD initiatives and priorities.
12. Aligns the work and initiatives of direct reports to support organizational outcomes and enhance the common vision.
13. Works with other CCSD and community leaders in a cross-functional manner to ensure effective implementation of strategies and monitors data outcomes to safeguard investments and effectiveness.
14. Aids in the development and administers the strategic plan requirements to provide a pathway for supportive and measurable community partnerships and family engagement practices that build organizational capacity and improve student achievement.
15. Reviews, monitors, and evaluates data, goals, and metrics to support continuous improvement and necessitates adjustments to the plan as needed to improve its effectiveness.

16. Represents CCSD by serving and assigning individuals to participate on community governing boards and supporting other outreach efforts.
  17. Manages all aspects of financial accountability for CCSD stakeholder engagement and partnership initiatives, including administration of related districtwide grants, foundation funding, and departmental budgets.
  18. Supervises assigned personnel, departments, and programs to provide leadership and oversight of CCSD strategies that support stakeholder engagement, collaboration, and service to diverse communities and constituents
  19. Directs the development and dissemination of reports, publications, and communications that highlight CCSD's fundraising, stakeholder engagement, and partnership initiatives to inform internal and external audiences.
  20. Facilitates and conducts regular meetings with internal staff, other CCSD administrators, community leaders, and parent/guardian organizations.
  21. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Strong interpersonal skills are required to develop and maintain relationships, along with an understanding of how to identify and execute partnerships to benefit schools and students.
2. Demonstrate project management knowledge regarding development, staffing, scheduling and nonprofit disclosures, budgeting, and auditing.
3. Demonstrate sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
4. Implements programs and projects that assist both organizations in meeting defined and expected goals and objectives.
5. Provides the leadership, communication, management skills, and effective internal and external relations that provide transparency to the operations.
6. Researches grant proposals, apply for funding opportunities, secure funding, and provide appropriate donor recognition and reporting.
7. Develops relationships with various community, governmental, and other nonprofit organizations to raise funds, awareness, and build resources.
8. Demonstrate effective communication, collaboration, and interpersonal skills.
9. Effective skills in planning, organizing, and coordinating activities.
10. Excellent communication skills, including the ability to communicate effectively with parents/guardians and CCSD staff.
11. Excellent written and verbal communication skills.
12. Demonstrate of mental and physical stamina commensurate with the responsibility of the position.

13. Must be customer-oriented, organized, and independently responsible.
  14. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
  15. Strong analytical, reasoning, and problem-solving skills.
  16. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
  17. Ability to work cooperatively and effectively with colleagues, parents/guardians, school and administrative personnel, and representatives of the community, state and federal organizations or agencies.
  18. Demonstrate ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
  19. Ability to speak in front of large and small groups.
  20. Ability to work independently, with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
  21. Ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in CCSD and with representative of community organizations or agencies.
  22. Knowledge of Microsoft Excel, Word, and PowerPoint; effective computer skills, including proficiency in word-processing and database software.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university; or,  
A bachelor's degree from an accredited college or university; plus, five (5) years of successful experience related to the position may be substituted for the master's degree and license and certificate requirement; or,  
Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. Applicant/employee must be able to provide their own transportation.
2. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

## **Experience**

### **All candidates should have the following experience:**

1. At least three (3) years' experience working with families, community groups, and governing boards to build effective and meaningful partnerships.
2. Familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research.
3. Experience in publications, marketing, and communications.
4. Successful performance in the position held at the time of application.

### **Licensed candidates should have the following experience:**

- 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 the 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; or
5. Have previously demonstrated at least five (5) years of recent successful leadership experience as an administrator, which may include, but is not limited to educational private or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.
  6. Three (3) years' experience working with families, community groups, and governing boards to build effective and meaningful partnerships.
  7. Experience working with community groups and/or governing boards.
  8. Experience in publications, marketing, and communications.
  9. Successful performance in the position held at the time of application.

**-OR-**

### **Non-licensed candidates should have the following experience:**

1. Satisfactory service in corresponding or related positions or previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Have previously demonstrated at least five (5) years of recent successful leadership experience as an administrator, which may include, but is not limited to educational, private, or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their

relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.

3. Three (3) years' experience working with families, community groups, and governing boards to build effective and meaningful partnerships.
4. Experience working with community groups and/or governing boards.
5. Experience in publications, marketing, and communications.
6. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Seven (7) years of increasingly responsible educational private or public experience with demonstrated capabilities to include familiarity with the concept and purpose of foundations and their relationship to constituencies, knowledge of community resources, fundraising, communications, evaluation, and research knowledge.
2. Knowledge and demonstrated success in grant writing.
3. Familiarity with urban education issues.
4. Second language fluency.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **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: 07/28/25
- Created: 01/04/21