

# Director II, Community Partnership Office

## Position Details

Job Code: U7101

Reference Code: A060

Division/Unit: Community Engagement Unit

Classification: Professional-Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the director of the Community Partnership Department. This position is responsible for managing the partnership process for all community partners to develop relationships, track impact, build trust, ensure alignment with the Clark County School District's (CCSD) vision, and oversees the vetting of community partners. The person in this position and their team inspire support for students and CCSD's strategic plan throughout our diverse community. This position reports to the Executive Director, Community Engagement Unit.

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## Essential Duties and Responsibilities

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

1. Directs the development and implementation of a system-wide community engagement plan that aligns with CCSD's strategic plan, Superintendent Goals, and CCSD and school improvement plans.
2. Promotes relationships and strengthens ties with businesses, community groups, non-profit partners and others to benefit CCSD students, staff, and programs.

3. Develops, implements, and promotes partnerships between businesses and schools to increase student achievement and improve high school graduation rates.
4. Leads a team that is effective in reaching out to our community.
5. Provides leadership in the recruitment, development, facilitation, and oversight of new partnerships that are beneficial to our students, staff, and programs.
6. Oversees the process of connecting with, identifying an owner for, creating partnership agreements, setting goals for, and aligning procedures with community partners throughout CCSD. Assists schools and departments with the process of identifying and engaging with community partners.
7. Works with Legal and other departments to create and implement templates for partnership agreements, Memorandums of Understanding, and data sharing agreements.
8. Leads outreach efforts to a broad cross-section of the community to ensure CCSD is engaging with businesses and community organizations that represent identified CCSD needs.
9. Works with the Teaching and Learning Unit to determine what career development and mentoring programs are most beneficial to schools and CCSD priorities, and recruits partnerships aligned with those priorities.
10. Leads and directs the work of the Superintendent's School-Community Partnership Action Council in achieving CCSD's goals, including providing agendas, materials, information, access, support and follow-up information.
11. Oversees the collection of data to annually create a list of all partners engaged with CCSD in schools and departments.
12. Utilizes annual data collection to assess student, family, school, and community needs, assets, and resources needed for student success.
13. Provides data for an Annual Report used to monitor community engagement, evaluate the performance indicators related to community engagement in CCSD's strategic plan, and evaluate the effectiveness of individual partnerships, as outlined in their partnership agreements.
14. Works effectively with school personnel, business partners, and CCSD staff to accomplish the community engagement mission.
15. Cultivates partnerships with businesses, foundations, and community stakeholders to generate funding that advances key CCSD programs, services, and academic outcomes.
16. Represents CCSD by serving on community governing boards and by participating in outreach efforts and events, as assigned. Leads the organization and facilitation of community groups to provide input and support to CCSD parent/guardian and community engagement efforts.

17. Works collaboratively with community partners to maximize and measure the effectiveness of community and family partnerships directly supporting student success.
  18. Maintains appropriate documentation of partnership activities for program effectiveness in increasing student achievement in order to facilitate future program planning and compliance with CCSD directives.
  19. Develops and advances communication of partnership programs.
  20. Supervises and evaluates the performance of assigned staff.
  21. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of best practices in community engagement efforts.
2. Ability to work cooperatively and effectively with colleagues, parents/guardians, administrators, licensed personnel, and support personnel in schools and divisions/departments in CCSD and with representatives of community organizations or agencies.
3. Demonstrated experience in leading teams and community projects that led to increased student achievement or other positive measurable indicators.
4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
5. Demonstrate the ability to create productive partnerships with organizations that advocate on behalf of underserved communities.
6. Demonstrate high level of self-confidence, initiative, self-direction, and problem-solving skills.
7. Must be customer-oriented, organized, and a self-starter.
8. 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.
9. Strong analytical, reasoning, and problem-solving skills.
10. Demonstrated ability to successfully communicate both verbally and in writing.
11. Ability to speak in front of large and small groups.
12. 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.
13. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
14. Excellent written and verbal communication skills, including the ability to communicate effectively with community leaders, parents/guardians, and CCSD staff.

15. Knowledge of Microsoft Excel, Word, and PowerPoint. Effective computer skills, including proficiency in word-processing and database software
  16. Demonstrate mental and physical stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university, or; Bachelor's degree from an accredited college or university, plus three (3) years of additional experience beyond the minimum requirement below, can be substituted for the master's degree requirement; or; Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Applicant/employee 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-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-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school, or a minimum of two (2) years of contracted administrative experience in a related position.
3. Three (3) or more years of involvement and leadership in community service.
4. Demonstrated experience in recruitment and training of volunteers.
5. Demonstrated experience in program leadership and management.
6. Successful performance in the position held at time of application.

**-OR-**

7. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.

8. Three (3) or more years of involvement and leadership in community service.
9. Demonstrated experience in recruitment and training of volunteers.
10. Demonstrated experience in program leadership and management.
11. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Five (5) or more years of involvement and leadership in community service.
2. Bilingual in English and Spanish.
3. Skilled in diplomacy, judgment, leadership, and problem-solving.
4. Skilled in dealing with the public.
5. Knowledge of various cultural groups and cross-cultural techniques.
6. Knowledge of corporate and business structures and practices related to partnership activities.
7. Willingness to maintain a flexible work schedule, which adapts to the needs of the program.

**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: 08/19/25
- Created: 10/19/21