

# Director I, Office of the Superintendent

## Position Details

Job Code: U7100

Reference Code: A652

Division: Office of the Superintendent

Classification: Professional-Technical

Terms of Employment: [Range 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as a responsible administrator for direct support to the Office of the Superintendent and for providing technical assistance for the After-School Care, Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (CCLC) Program, After-School Program (ASP). The person selected for this position is directly responsible to the Executive Director, Office of the Superintendent.

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## Essential Duties and Responsibilities

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

1. Assists stakeholders, including the CCSD Board of Trustees, administration, educators, students, parents/guardians, outside agencies, and community members, to ensure results, trends, policies, regulations, and recommendations are understood as well as implemented effectively.
2. Drafts and prepares executive documents and presentations for reporting to the CCSD Board of Trustees in relation to the CCSD's Strategic Plan.
3. Composes correspondence independently on a variety of matters, including those of a confidential nature; compiles and types various letters, forms, reports,

- contracts, Board of Trustees agenda items, packets, statistical data, memoranda, bulletins, newsletters, lists, and other materials, as directed.
4. Monitors the progress of priority initiatives and ensures follow-through on tasks delegated by the Superintendent.
  5. Monitors, tracks, and ensures the successful completion of projects and initiatives delegated by the Superintendent, providing regular progress updates, addressing barriers, and following through on each project from initiation to completion.
  6. Anticipates the Executive Directors' needs and proactively manages issues, communications, and opportunities.
  7. Provides executive-level support, including management, prioritization of demands, and oversight of administrative needs.
  8. Drafts, reviews, and edits communications to ensure alignment with district vision and tone.
  9. Supports region leadership in providing assistance to school leaders to address school challenges, alignment of goals, implement CCSD initiatives, strengthen leadership capacity, and provides consistent support for improving school performance and student outcomes.
  10. Handles sensitive and confidential matters with the utmost discretion and integrity.
  11. Collaborates with the Office of the General Council, Communications, and policy staff on board-related issues and CCSD compliance.
  12. Ensures information flow, communication clarity, and accountability across all levels of the organization.
  13. Coordinates district-wide cross-functional teams to support the Superintendent's priorities.
  14. Acts as a liaison between the Superintendent's Office and senior leadership, departments, board members, and external stakeholders.
  15. Supports the Superintendent's internal and external communications, speeches, and messaging.
  16. Manages grant funds to support ASP schools through small-group tutoring for students in English, Mathematics, or both. Measures the academic progress of individual students and provides results to the Nevada Department of Education.
  17. Provides oversight of students and participates in meetings with stakeholders regarding procedures, legislative bill impacts, continual improvement of services, and professional learning for the Clark County School District (CCSD).
  18. Assists in the planning and implementation of CCLC programs in schools by working in conjunction with Nevada Department of Education, external evaluators, region superintendents, school associate superintendents (SAs),

school administration, parents/guardians, program staff, and community organizations/partners.

19. Coordinates technical assistance to ASP and CCLC schools to ensure program compliance with federal regulations, state guidelines, and CCSD policies.
20. Supports CCLC Advisory Council meetings and family engagement with individual programs each quarter to ensure schools are sharing pertinent information with families to promote the school's CCLC program. Results show students regularly participating in the CCLC program have increased academic achievement, decreased chronic absenteeism, enhanced social-emotional learning skills, and increased self-esteem.
21. Conducts planning along with informational meetings with program staff and CCSD administrators to disseminate information pertinent to CCLC programs.
22. Maintains budgets by approving, processing, and monitoring requests for program expenditures. Assists in the supervision along with implementation of CCLC and ASP programs as well as materials.
23. Assists schools with scheduling along with implementation of CCLC and ASP-related activities.
24. Maintains a database of expenditures for all grants associated with assigned CCLC and ASP schools.
25. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually-understood performance goals.
26. Performs other duties related to the position, as assigned.

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## Position Expectations

1. Working knowledge of federal and state laws, regulations, and policies governing CCLC.
2. Ability to plan and organize work along with set priorities.
3. Ability to gain cooperation, lead, and direct staff in a professional as well as sensitive manner.
4. Working knowledge of the school improvement process.
5. Ability to create spreadsheets for tracking of expenditures, equipment, parent/guardian involvement, and professional learning activities.
6. Possess effective skills in the use of Microsoft Word, Excel, PowerPoint, and Google applications.
7. Ability to plan, organize, and coordinate the activities of assigned staff along with others.
8. Ability to gather and analyze information/data from a variety of sources.

9. Ability to read, interpret, analyze, and communicate the impact of complex federal/state regulations and mandates.
  10. Ability to communicate effectively, verbally and in writing.
  11. Ability to handle a high degree of stress and meet tight deadlines.
  12. Ability to work effectively and collaboratively with CCSD and state personnel.
  13. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university; or, Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

None specified.

### **Experience**

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

### **Preferred Qualifications**

None specified.

**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**

- Created: 09/05/25