Director III – Accountability, Research, and Data Services

Position Details

Job Code: U7102
Reference Code: A947
Division/Unit: Assessment, Accountability, Research, and School Improvement
Classification: Professional-Technical
Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)
FLSA STATUS: EXEMPT

Position Summary

This position functions to provide oversight and quality assurance of the reporting of student, school, and Clark County School District (CCSD)-level data. This position also provides oversight on the CCSD data dashboard system for internal and external consumption. The position also oversees the coordination of CCSD assessment rostering, file validation, and availability of the verified data in the Student Data Mart (SDM). Additionally, the person will provide oversight in the development and implementation of enterprise-level data collection and monitoring resources for the Teaching and Learning Unit and research projects for both qualitative and quantitative inquiries. The person selected for this position is directly responsible to the Assistant Superintendent, Assessment, Accountability, Research, and School Improvement Division, Academic Unit.

Essential Duties and Responsibilities

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

1. Directs the coordination of the accountability process in compliance with Nevada Revised Statutes (NRS).

2. Negotiates with the Nevada Department of Education (NDE), the Legislative Counsel Bureau (LCB), and the Nevada State Board of Education regarding implementation of the Nevada School Accountability System.
3. Directs the collection and publication of state, federal, and CCSD accountability reports.
4. Plans, coordinates, and directs operational support for CCSD staff in the use and analysis of data reports.
5. Communicates relevant reporting information to CCSD leadership.
6. Serves as CCSD's liaison to the NDE and other official state and federal entities regarding data analysis, research, and accountability reporting.
7. Directs the development of enterprise systems for internal and external data dashboards with a focus on student outcomes and measures outlined in the CCSD strategic plan.
8. Directs and advises on the development and maintenance of the various database systems, including the Student Operational Data Store (SODS) and the SDM.
9. Directs the collaborative development of enterprise data visualizations and reporting specific to the requirements of the Career and Technical Education/College and Career Readiness/School Choice Division, English Language Learner Division, Leadership and Professional Learning Division, and Student Services Division.
10. Directs the development of enterprise systems for data collection and monitoring, aligned to the systems and structures implemented by the Teaching and Learning Unit.
11. Directs and advises on the development of tools to support the measurement, progress monitoring, and evaluation of various CCSD achievement initiatives.
12. Directs and presents various research and data reports using qualitative and quantitative research practices to provide thorough analysis.
13. Directs the coordination of the CCSD Research Review application and procedures, maintaining alignment with the Family Educational Rights and Privacy Act (FERPA).
14. Partners with various CCSD divisions and departments in the review and coordination of data-sharing agreements included in Memorandum of Agreement (MOAs).
15. Develops and provides relevant professional learning and technical assistance to teachers and administrators districtwide.
16. Develops and manages budgets, expenditures, and related financial activities to ensure allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.

17. Directs and prepares different reports and presentations on student achievement and public education issues designed for various diverse audiences, including parents/guardians, the media, business leaders, other school districts, and the community.
18. Partners with the NDE in developing the matrix of key measures of student achievement that will be the focus of the division's reporting.
19. Directs and supervises staff that coordinate and support public interactions and issues with the data dashboard systems.
20. Directs and supervises accurate districtwide student and staff rostering for summative and formative assessments, including Smarter Balanced Assessment Consortium (SBAC), World-Class Instructional Designs and Assessments (WIDA), American College Test (ACT), National Assessment of Educational Progress (NAEP), and Measures of Academic Progress (MAP).
21. Directs and supervises assessment score validation and processes to prepare data for integration into other CCSD systems, including the Student Information System (SIS) and data visualization platforms.
22. Supervises and evaluates the performance of assigned staff.
23. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge and understanding of strategic and organizational management in order to provide solutions to better align resources to more effectively and efficiently meet division-wide objectives and goals.
2. Knowledge and understanding of various information systems used by CCSD in order to successfully coordinate the merging of multiple datasets to create meaningful information to be utilized for decision making.
3. Knowledge of student academic growth models in order to develop and implement related training and support across CCSD.
4. Knowledge of assessment, curriculum, and instruction in order to support their alignment.
5. Ability to create automated processes to expedite the creation and distribution of reports across CCSD.
6. Ability to develop solutions to complex problems that span multiple grade levels, subjects, and schools.
7. Ability to plan and coordinate the transfer and compilation of data across departments.
8. Ability to present and explain complex statistical data sets to audiences of varying experience, knowledge, and occupations.

9. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside CCSD.
10. Ability to communicate clearly both verbally and in writing; possess excellent verbal, written, and presentation skills.
11. Ability to work collaboratively and cooperatively with students, parents/guardians, school and administrative personnel, and representatives of community organizations or agencies.
12. Possess personal characteristics, including but not limited: to poise, judgment, perspective, integrity, flexibility, sound judgment, and professionalism.
13. Possess a high degree of skill in conflict management, collaboration, and problem-solving.
14. Possess effective skills in planning, organizing, and coordinating activities.
15. Demonstrate diplomacy, judgment, leadership, and accountability.
16. Ability to manage multiple projects and meet deadlines.
17. Ability to work cooperatively with other departments within CCSD and with other agencies, both state and national.

Position Requirements

Education and Training
An earned master'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
Applicant/employee must be able to provide their own transportation.

Experience
1. Satisfactory service in corresponding or related positions; or,
Have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of three (3) years of experience as an administrator in an accredited K-12 public or private school or a minimum of three (3) years administrative experience in a related position.
3. Working knowledge of data management and structured query language (SQL), and/or experience with the usage of statistical software (R, Statistical Package for the Social Sciences (SPSS), etc.).

4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Demonstrated experience in the ability to work with and manage large datasets.
2. Experience working with federal, state, and local accountability measures; state and local assessments; and Every Student Succeeds Act (ESSA) requirements.
3. Experience working with state and/or district-level educational leadership entities in negotiating accountability requirements.

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: 09/09/25
- Created: 12/06/16