

CLARK COUNTY SCHOOL DISTRICT

Human Resources Unit

SCHOOL ASSOCIATE SUPERINTENDENT

Reference Code: B001 – B016

Division: Office of the Superintendent

Classification: Licensed Administrator

Terms of Employment: At-Will, Range 46 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the School Associate Superintendent. This position is directly responsible to the Superintendent or designee

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 Clark County School District-related matters.
2. Responsible for compliance with all applicable federal, state, and local laws.
3. Provide support, supervision, coaching, and mentoring to a portfolio of K-12 principals.
4. Provide leadership to school staff in the operation of school organizational teams to provide assistance and advice to the principal and to implement and monitor school improvement processes.
5. Serve as the liaison between school principals and the Superintendent or designee; advocating for the needs of schools; and ensuring compliance with requirements from the Superintendent or designee.
6. Review and approve the plans of operation for schools, including all budgets and school performance plans, and ensures their effective implementation.
7. Responsible for the performance of schools based upon District and state accountability measures, student achievement and growth measures, and annual surveys of school stakeholders.
8. Ensure that schools maintain a positive climate for learning for students, staff, and parents.
9. Responsible for the selection, assignment, training, performance, professional growth, supervision, evaluation, retention, and discipline of all staff.
10. Present quarterly reports to local government entities regarding the performance of schools.
11. Responsible for parent engagement in school decision making and school events.
12. Monitor and ensure the condition of the physical assets including the neatness and cleanliness of the buildings and grounds and the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment.
13. Provide school principals with support and assistance to meet the requirements of the Nevada Educator Performance Framework.
14. Provide support and development to school principals in goal-setting, observation and feedback, conferencing, and identification and collection of evidence.
15. Responsible for the development and implementation of professional development for principals.
16. Responsible for effective planning, oversight, and control of the expenditure of all allocated funds.
17. Responsible for consistency in supervision of principals and school organizational teams.
18. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among all District staff.
2. Maintains an understanding of the issues in the District and is responsible for information disseminated inside and outside the District.
3. Promotes and behaves with integrity in relationships with colleagues, students, parents, the community, and when representing the District.
4. Demonstrates a commitment to transparency and timeliness.
5. Creates and sustains a focus on learning and a culture of continuous improvement, including the effective use of multiple data sources.

6. Aligns curriculum and instruction with resources in a manner that is culturally responsive, strategic and diverse.
7. Demonstrates success in improving student achievement for all students.
8. Demonstrates successful leadership experiences in professional development, supervision, and evaluation.
9. 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.
10. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, parents, and community members.
11. Seeks and accepts constructive guidance from immediate supervisor and from building-level administrators.
12. Demonstrates the ability to communicate effectively with diverse audiences.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from a regionally-accredited college or university.

Licenses and Certifications:

Must possess or be able to acquire a Nevada school administrative endorsement.

Experience:

1. Has previously demonstrated at least three (3) years of successful licensed teaching experience.
2. Has previously demonstrated at least two (2) years of experience as a contracted school principal in an accredited K-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. Has experience with school accountability in terms of data analysis leading to systemic school improvement planning.
4. Has present or previous experience with research targeting student achievement in diverse educational settings.
5. Demonstrates 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 development, program evaluation and improvement, instructional assessment and accountability, and educational technology.

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

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.