

# Chief of Health and Student Services

## Position Details

Reference Code: A821

Division: Teaching and Learning Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to Step 49 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing leadership, supervision, and guidance for departments within the Student Services Division (SSD). This position will oversee special education, gifted education programming, early childhood education, employee health services, student health services, and other related services and departments. This position is directly responsible to the Deputy Superintendent, Teaching and Learning Unit.

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## Essential Duties and Responsibilities

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

1. Provides leadership districtwide for instructional, curricular, and professional learning initiatives related to special education, gifted and talented, and early childhood education.
2. Oversees data collection and analysis for planning, including the use of technology systems.
3. Conducts policy analysis and policy development related to special education, gifted and talented education (GATE), and early childhood education.

4. Establishes ongoing priorities, goals, and strategies for the development of instructional strategies in the delivery of special education, GATE, and early childhood education instruction throughout the Clark County School District.
5. Develops, implements, and maintains employee health monitoring systems, utilizing a districtwide health screener, including vendor identification, vendor management, and all related administrative functions.
6. Identifies and establishes districtwide required weekly health protocols (i.e., testing, screening) and operational sites based on current local, state, and national standards and needs.
7. Collaborates with the Southern Nevada Health District (SNHD) and other local, state, and national health advisory organizations to develop, implement, and maintain districtwide protocols for health and safety.
8. Establishes and maintains a districtwide purchasing, organizational warehouse, and deployment center for personal protective equipment (PPE) and other critical items related to districtwide protocols for health and safety.
9. Develops and implements districtwide procedures for athletic testing in collaboration with the Athletics and Student Activities Department.
10. Develops and Implements health and safety data dashboards for public viewing including but not limited to, COVID-19 data dashboard.
11. Provides direction in researching and implementing research-based best practices for student success.
12. Establishes and maintains collaboration with other agencies that provide social, health, educational, and wraparound services to students and their families.
13. Develops and implements activities with higher education officials to expand and maintain programs related to instruction and students.
14. Ensures the provision of health services to students and employees.
15. Establishes, implements, and maintains a districtwide call-in center to support school health office personnel and employee health concerns.
16. Works with other Teaching and Learning Unit administrators to facilitate the integration of effective instructional and behavioral practices into all classrooms.
17. Implements a professional learning plan to provide appropriate instruction to all students.
18. Develops and reviews division/department policies and procedures.
19. Maintains compliance with federal, state, and local laws, as well as District policies and regulations.
20. Directs the supervision and evaluation of programs and staff.
21. Interacts with District and Region administration, schools, parents/guardians,

- and community-based agencies, as appropriate, to meet the needs of students.
22. Oversees the District budget assigned to the Division including, but not limited to, developing and monitoring assigned budgets.
  23. Ensures students receiving special education services are provided a free and appropriate public education.
  24. Represents the District at local, state, and national meetings.
  25. Utilizes interpersonal skills, including but not limited to, tact, patience, and courtesy.
  26. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of effective instruction, curriculum, and instructional strategies in classrooms.
  2. Effective communication, collaborative, and interpersonal skills, including oral and written communication skills.
  3. Excellent verbal, written, computer, and presentation skills.
  4. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
  5. Knowledge of personnel matters, school and central office operations, budget, and parent/guardian and community involvement.
  6. Knowledge of applicable laws, codes, regulations, policies, and procedures.
  7. Knowledge of District needs pertaining to special education programs.
  8. Success in writing, acquiring, and implementing grants for assigned departments.
  9. Effective skills in planning, organizing, and coordinating activities.
  10. Interpersonal skills using tact, patience, and courtesy.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.

## **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. Two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or two (2) years contracted administrative experience related to the position.
3. Five (5) years of successful supervisory administrative experience in an accredited higher education, K-12 public or private school system, with increasing responsibility in school district leadership.
4. Successful performance in the position held at time of application.

## **Preferred Qualifications**

None specified.

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

## **AA/EOE Statement**

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.

## **Job Revision Information**

- Revised: 12/28/21
- Created: 07/21/11