

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR III - ASSESSMENT AND ACCOUNTABILITY

Reference Code: A445

Division: Assessment, Accountability, Research, and School Improvement

Classification: Licensed Administrator

Terms of Employment: Range 44 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for administering all district-wide testing programs. This position is also responsible for implementation of the assessment reporting provisions of the Nevada Education Reform Act (NERA), No Child Left Behind (NCLB), and Nevada Revised Statute (NRS) 385. This position is directly responsible to the Assistant Superintendent, Assessment, Accountability, Research, and School Improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plan, organize, control, and direct all district-wide testing programs.
2. Plan, organize, control, and direct NRS 385 and NERA-related accountability reporting.
3. Work cooperatively with other departments and divisions to plan, organize, and direct evaluation of district-wide programs with regard to student assessment and accountability data, upon request.
4. Serve as a Clark County School District liaison to the Nevada Department of Education and other official state entities in regard to matters of assessment and program evaluation.
5. Develop and provide assessment-related staff development to teachers and administrators.
6. Prepare reports and publications and make presentations to various districts, community and other agencies, as required.
7. Maintain familiarity with current educational assessment and evaluation literature.
8. Supervise and evaluate the performance of assigned staff.
9. Develop and supervise departmental budget.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to supervise the production and interpretation of test results.
2. Ability to supervise NCLB, NRS 385, NERA-mandated accountability reporting.
3. Ability to gather and analyze information from a variety of sources independently.
4. Ability to communicate clearly, both orally and in writing.
5. Ability to work cooperatively with state and District personnel, other community agencies, and parents.
6. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
7. Thorough knowledge of criterion and norm-referenced testing.
8. Knowledge of basic statistical procedures.
9. Knowledge of and background in use of various software packages, specifically spreadsheet software and statistical software.
10. Knowledge of state, federal, and local regulations and mandates.

POSITION REQUIREMENTS:

Education and Training:

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

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
2. Minimum of two (2) years contracted K-12 administrative experience in the Clark County School District.
3. Minimum of five (5) years work experience in the areas of assessment, measurement, program evaluation, and/or accountability reporting at school, District, or state level.

Preferred Qualifications:

1. Advanced degree beyond master's degree.
2. Classroom and/or public school administrative experience.
3. Experience using SASIxp at the school and District level.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.