

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Division

### **DIRECTOR II – INSTRUCTION UNIT SERVICES**

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Reference Code: A741

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position is responsible for the leadership and implementation of comprehensive K-12 instructional initiatives and plans. This position manages Instruction Unit customer service, including implementation of effective strategies to address concerns and the delivery of professional development and services related to climate and communications. Responsibilities also include administering policies, regulations, and strategies related to federal, state, and district-wide instructional and academic expectations and providing direction, guidance, and support for K-12 instructional and facility needs and programs with Clark County School District areas/divisions/departments. This position is directly responsible to the Deputy Superintendent, Instruction Unit.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Manage and direct various plans, data collection and documentation for programs including, but not limited to, Class Size Reduction Annual Plans, Full-Day Kindergarten personnel allocations and placement, Required Video Viewing for all school-based employees, School-Based Student Drug Testing Program, Single-Sex Education, and Standard Student Attire.
2. Develop Instruction Unit reports, publications, and District forms K-12. Actively promote and market community and parent awareness of academic programs, initiatives, and opportunities for students and parents in support of the District's strategic plan, goals, and objectives.
3. Direct Instruction Unit services for areas, divisions, and departments. Partner with areas, divisions, and departments to further meet the needs of schools and to ensure that necessary support and services continue to be provided.
4. Serve as the Instruction Unit's liaison to various governing boards and community-based organizations, as appropriate, (i.e., Bond Oversight Committee, State Board of Education, P-16 Council, Chamber of Commerce, Nevada PIE, United Way, etc.).
5. Monitor the implementation of smaller learning communities at high school campuses. Provide necessary support to these schools through the provision of professional development and sharing of best practices to ensure students in these schools are benefiting from this type of educational environment. Work with middle school campuses as the District moves forward with the State mandate for smaller learning communities at the middle school level.
6. Collaborate with District areas/divisions/departments and supervise consistent implementation of instructional issues K-12 in alignment with the Quality Assurance Framework.
7. Analyze and track school-based staff transfers and attrition and student academic trends to evaluate climate, staffing, and student needs.
8. Maintain a systematic organizational process that involves addressing customer service needs.
9. Manage fiscal areas of responsibility.
10. Supervise and evaluate assigned staff and assist with Instruction Unit management functions as assigned by the Deputy Superintendent.
11. Facilitate and conduct regular meetings with middle school principals.
12. Monitor and evaluate the number of students on academic probation. Identify best practice schools showing positive results in this area.
13. Update and distribute the Administrators' Handbook on a quarterly basis to ensure compliance with District policies and regulations, and state laws.
14. Collect and maintain the annual Crisis Response Plans and Progressive Discipline Plans, K-12.
15. Initiate the development, revision, and implementation of various calendars and schedules including the instructional calendar for teachers and administrators, the annual Documents Due Dates Calendar, and the New School Dedication and Re-Dedication schedule for the District.
16. Direct and implement assigned division and related district-wide projects and develop, recommend, interpret, and evaluate policies, regulations, procedures, and standards, as required.

17. Provide leadership and assistance in the development of Building and Equipment Standards K-12.
18. Facilitate, coordinate, and direct the opening of new schools working directly with school principals.
19. Serve as Instruction Unit liaison between the areas, schools, and the Facilities Division.
20. Perform other duties related to the position, as assigned

**POSITION EXPECTATIONS:**

1. Must be customer oriented, organized, and a self-starter; organizational and planning skills, including the ability to prioritize work, handle multiple tasks simultaneously; set goals, and meet deadlines; ability to take initiative; able to speak in front of large and small groups; analytical, reasoning and problem solving skills; ability to maintain accurate and detailed records.
2. Ability to work independently with little direct supervision as well as work as part of a team; meet deadlines; deal with difficult individuals while maintaining composure.
3. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
4. Ability to work cooperatively with administrators, licensed personnel, and support staff in schools and divisions/departments in the District and with representative of community organizations or agencies.
5. Knowledge of Excel, Word, and PowerPoint.
6. Effective computer skills, including proficiency in word-processing and database software.
7. Effective oral and written communication skills.

**POSITION REQUIREMENTS:**

**Education and Training:**

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

**Licenses and Certifications:**

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

**Experience:**

1. Previously demonstrated a minimum of 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 administrative position.
2. Currently serving as an administrator (range 41 or above) in the Clark County School District.
3. Minimum of three (3) years successful experience in an instruction-related administrative position.
4. Excellent public relations skills and experience working cooperatively with representatives of the community.
5. Demonstrated experience in administering academic and customer service programs in conformity with board strategies, policies, budget constraints, and established personnel practices.
6. Experience creating, coordinating, and implementing programs.

**Preferred Qualifications:**

1. Current or previous experience as a school principal.
2. Basic knowledge and understanding of federal and state education-related laws and regulations, along with District policies, regulations, and negotiated agreements.
3. Knowledge and/or experience in communications, customer service, or a related field.
4. Knowledge and/or experience in staffing.
5. Excellent oral communication skills.
6. Previous experience in facilitating and coordinating building additions, modernization projects, and new construction.

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 sex, sexual orientation, age, race, creed, handicap, or national origin.