

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**DIRECTOR II - EDUCATION SERVICES**

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Reference Code: A010

Division: Education Services

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 serves as a responsible administrator for the Education Services Division. This position may be assigned to direct the operation of the Department of Education Options. This position is directly responsible to the Executive Director (Director IV), Education Services Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Direct the organization and operation of all department programs, schools, and services with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
2. Direct the selection, orientation, training, and development of assigned staff to ensure job effectiveness; provide consultative and information services for teachers, parents, administrators, and other interested entities.
3. Supervise unified, licensed, and support staff, as assigned; evaluate the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
4. Provide a mechanism for meaningful input from teachers, support staff, principals, and appropriate central office staff in the development and operation of the department.
5. Provide pertinent information, report progress and needs, and recommend necessary actions concerning services to the Executive Director.
6. Responsible for governmental affairs, relative to student concerns, as identified by the Nevada State Legislature, the State Department of Education, Clark County Juvenile Justice Services, Clark County Family and Youth Services, Nevada State Welfare, Nevada Department of Corrections, local law enforcement agencies, and other local government agencies.
7. Provide appropriate due process procedures for schools, students, and parents.
8. Process and place all students referred for department services into an appropriate educational program.
9. Interpret Clark County School District regulations, policies, and Nevada Revised Statutes for District personnel, students, parents, and agencies, or refer inquiries to appropriate entities, as appropriate.
10. Prepare and provide in-service programs for assistant principals, deans, counselors, and support personnel, as needed.
11. Interpret and enforce the Family Educational Rights and Privacy Act.
12. Participate in public relations endeavors relative to student affairs upon request of the District and the various public information media entities.
13. Assist in implementing all parts of the strategic plan approved by the Board of School Trustees.
14. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to act as the District's representative in due process hearings.
2. Knowledge of K-12 and adult at-risk programs and staff development for teachers of at-risk students.
3. Ability to utilize and promote use of participatory management techniques.
4. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
5. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
6. Ability to communicate clearly both orally and in writing.

**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. Have 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 contracted administrative experience in a related position.
2. Knowledge of Education Services Division programs and due process of the Clark County School District.

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.