

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Unit

### DEPUTY SUPERINTENDENT

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Reference Code: A800

Division: Ancillary Support

Classification: Licensed Administrator

Terms of Employment: Range 50 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position serves as the Deputy Superintendent, Instructional Services. This position is directly responsible for supervision of the Department of Instruction, Instruction Unit Associate Superintendents, Curriculum and Professional Development, and related areas, as assigned. The Deputy Superintendent is directly responsible to the Superintendent of Schools, Clark County School District.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide leadership to create and sustain an environment in which area leadership, principals, teachers, parents, and community work together to evaluate growth in student achievement.
2. Provide leadership to create and sustain an environment in which area leadership, principals, and teachers support and expand instructional and organizational best practices which have evidenced growth in student achievement; identify and share additional best practices which are evidencing success in other areas or schools, and create new strategies to meet the academic needs of students which are not being met.
3. Serve as an advisor to the Superintendent and District personnel regarding the various aspects of building instructional capacity, professional development, and administrator capacity building (including succession planning).
4. Provide leadership for continued analysis, development, and monitoring of short- and long-range plans for improving the K-12 educational program.
5. Ensure an accountability system is in place for improving student achievement for all students with special attention on improving student achievement of English language learners (ELL) and special education students, reducing dropouts, and increasing the high school graduation rates.
6. Provide guidance and direction in assessing, identifying, formulating, and implementing District educational goals and objectives.
7. Provide leadership for the analysis, development, interpretation, and implementation of policies and legislation related to instructional services and training.
8. Develop, direct, and coordinate management and leadership programs for performance improvement.
9. Ensure that in-service training plans and activities meet system-wide needs and are focused on student achievement.
10. Serve as an advisor to the Superintendent and District personnel pertaining to the various aspects of curriculum, assessment, instruction design, and delivery systems.
11. Ensure that technical assistance is provided to District, area, school administrators, and instructional personnel in the implementation of educational policy, programs, and services.
12. Participate in the planning and development of an effective research base for implementing curriculum processes and professional development.
13. Collaborate in interdivisional coordination.
14. Collaborate with parent organizations, educational institutions, industry, and service and community agencies.
15. Lead the District's effort to aggressively pursue opportunities through grant writing, work with private foundations, etc.
16. Provide leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to achieve the District's goals.
17. Provide support to the Research and School Technology Divisions to plan, organize, and direct research and development activities, including the planning and forecasting of future instructional services programs.

18. Plan, organize, and direct the preparation of a variety of District, state, and federal reports in order to ensure compliance, secure funding, and provide thorough, complete, and effective communication and information systems.
19. Serve as a participative member on the Superintendent's leadership team.
20. Perform other duties as assigned by the Superintendent.

**GOALS:**

1. To maintain a continuing and systematic process for improving student achievement through leadership in curriculum and teaching at all levels, pre-K through high school graduation, by coordinating the efforts of all instructional personnel.
2. To develop a system of continued assistance and educational improvement for all employees of the Clark County School District.

**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. Hold or be able to acquire a Nevada teaching license.

**Experience:**

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience, including at least two (2) as a contracted administrator in an accredited K-12 public or private school, or including at least three (3) years of successful leadership experience in the provision of K-12 special education programs.
2. Seven (7) or more years of experience in leadership roles with demonstrated success in improving student achievement.
3. School and District-level administrative experience with evidence of flexibility and creativity.
4. Successful performance of school principal or central office instructional leadership.

**Preferred Qualifications:**

Doctorate degree preferred.

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, age, disability, or national origin.