

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DEAN OF STUDENTS – SECONDARY SCHOOL

Reference Code: A070

Division: Academic Unit

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 10 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide assistance to the principal in all assigned activities at the school site with primary responsibility in the areas of discipline and attendance. This position is directly responsible to the school principal and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assists the administrative team in maintaining a school organizational team (SOT), which must include: parents, students, licensed, administrative, and support staff personnel, in accordance with Nevada Administrative Code (NAC) Chapter 388G.
2. Assists the administrative team in leading a diverse staff, student body, and the community in development and implementation of building-level goals focused on the improvement of student learning.
3. Assists the administrative team in establishing building-level priorities in the context of community and District priorities and student/staff needs through the school organizational team.
4. Assists the administrative team in planning and developing the school strategic budget with input from the school organizational team; allocates and adjusts fiscal and material resources ensuring resources are aligned with student achievement data to target services and supports to promote school improvement.
5. Assists the administrative team with improving school outcomes and implementing initiatives to accomplish sustainable results by adopting various approaches and engaging a variety of stakeholders to support school goals.
6. Assists with the supervision and evaluation process for teachers in alignment with the Nevada Educator Performance Framework (NEPF) Evaluation System.
7. Conducts frequent classroom observations with actionable feedback conversations in alignment with the NEPF Teacher Instructional Standards and Indicators and Professional Responsibilities Standards to promote reflection and growth.
8. Models and establishes clear and high expectations for all students and staff members.
9. Engages in professional, respectful, transparent, and honest communication and interactions with all stakeholders.
10. Assists the administrative team in developing strategies in alignment with the Pledge of Achievement and the District Scorecard.
11. Assists the administrative team in providing and/or facilitating training of staff with regard to the most effective practices which lead to higher student achievement regardless of race, ethnicity, socioeconomic status, or prior academic achievement.
12. Analyzes and interprets school-level data; works with staff to develop school performance plans that improve student academic growth and ensures the alignment of the curriculum, instruction, and assessment to promote continuous school improvement.
13. Interprets and implements Clark County School District policies and regulations, statutes, laws, and collective bargaining agreements.
14. Assists the administrative team in leading staff in the development and implementation of District and building-level goals relating to cultural competency and student learning.
15. Assists the administrative team in establishing a school climate that promotes equal opportunities for all students, positive conduct and positive attitudes and values. Accepts responsibility for the attendance, conduct, health, and safety of students.
16. Assists the administrative team in supervising and evaluating the performance of all assigned personnel.
17. Assists the administrative team in engaging staff in the development of professional growth activities designed to support individual school/District goals and programs in order to improve student learning.

18. Assists the administrative team in the development, ongoing improvement, and implementation of the District and school curricular program.
19. Assists the administrative team with implementing the school's academic and extracurricular programs, including the evaluation and reporting of student learning and development.
20. Provides for effective staff communication; collaborates and resolves conflicts with others.
21. Assists the administrative team with developing and implementing structures and processes to promote teacher discourse and collaboration.
22. Assists the administrative team with managing the condition of the physical assets, including the neatness and cleanliness of the buildings and grounds and the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment, except to the extent that responsibility has been assigned to a department of the District.
23. Assists the administrative team in working cooperatively with other administrators; advises school associate superintendents and other appropriate District administrators of progress, problems, and other information regarding the school.
24. Performs other duties and obligations related to the position, as assigned.

POSITION EXPECTATIONS:

1. Demonstrated success in philosophy, curriculum, and instruction at the secondary level, including an understanding of a culturally responsive instructional process and a variety of instructional techniques, as well as a commitment to the improvement of instructional programs.
2. Demonstrated success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or District-based data points.
3. Demonstrated successful and culturally responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrated ability to work effectively with teachers to improve instruction.
4. Demonstrated ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin, with an active commitment to equal opportunity for all students and staff.
5. Demonstrated ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
6. Possess a sense of vision and projects that involve others in accomplishing goals and solving problems, and interacts with diverse groups successfully.
7. Demonstrated understanding of the change process and its relationship to current trends in education at the position's grade level.
8. Demonstrated effectiveness in planning, scheduling, allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes and accepting responsibility for actions and consequences.
9. Demonstrated effectiveness in using computer technologies to enhance instruction and to manage building functions.
10. Demonstrated success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, and patrons.
11. Demonstrated commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
12. Demonstrated ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
13. Demonstrated success incorporating culturally competent strategies and utilizing culturally responsive communication and engagement strategies with all members of the school community.
14. Demonstrated effectiveness representing the school in the community through business partnerships and activities.

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, appropriate Nevada school administrative endorsement.

Experience:

1. Successful completion of the Clark County School District's Leadership Preparatory Academy or at least one (1) year of successful experience as an administrator in an accredited K-12 public or private setting. (Site-based administrative experience is strongly preferred.).
2. Have previously demonstrated three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred).
3. Successful performance in the position held at the time of application.

Preferred Qualifications:

Strong preference will be given to those candidates who can share various types of specific school or District data that improved as a direct result of their leadership.

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, gender identity or expression, age, disability, or national origin.