

# Assistant Superintendent – Assessment, Accountability, Research, and School Improvement

## Position Details

Job Code: U7370

Reference Code: A945

Division: Academic Unit

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to implementation of a highly visible and proactive division of evaluation, assessment, testing, accountability, research, school improvement, grant compliance, and special projects. This position will be responsible for providing sound theoretical information that is relevant and useful for evaluation and management of school improvement data. The person selected for this position is directly responsible to the Chief Academic Officer, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Oversees the Assessment Department, School Improvement Department, Accountability and Research Departments (AARSI), Title I Department, and the Grants and Administration Department.
2. Provides support in collecting, analyzing, and reporting data for Clark County School District (CCSD) monitoring reports, accountability reports, and federal grants, as applicable.
3. Oversees the development, administration, and reporting of large-scale summative as well as formative assessment programs and grant programs.
4. Provides support and training regarding data analysis to administrators' districtwide to increase organizational knowledge and the ability for school and CCSD leaders to interpret and utilize data in decision-making.
5. Assists principals with the implementation, monitoring, and evaluation of School Performance Plans (SPPs), interim assessments, and school-based formative assessments.
6. Designs and oversees the districtwide implementation, training, and support for an online assessment program, standards-based report card, school performance framework, growth model reports, and achievement data warehouse.
7. Maintains data and records to provide reports to meet federal, state, and CCSD accountability requirements and applicable federal and other grant accountability requirements.
8. Provides leadership, supervision, and direction to staff assigned to support Title I programs.
9. Supervises state mandated accountability, dropout, graduation, data collection, verification, and reporting.
10. Serves as liaison to Nevada Department of Education (NDE) regarding accountability reporting, testing, School Performance Framework (SPF) designations, and applicable federal requirements.
11. Ensures compliance regarding state mandates regarding test security, accountability reporting, and Nevada Revised Statutes (NRS) 385 requirements.
12. Identifies funding sources for new programs and provides direction to department staff in procuring federal, state, and foundation grants.
13. Oversees state and federal mandated grant, and other applicable audits.
14. Assists and provides instructional leadership to principals and other school administrators in raising student achievement and reducing the achievement gap.
15. Support mechanisms to provide accurate data in order to guide data-driven decision-making at CCSD and school level.
16. Assists the community, higher education, research partners, and other community partners with data requests in an accurate and timely manner

17. Oversees and screens the multiple research requests to CCSD.
  18. Oversees the districtwide survey and surveys for standard student attire.
  19. Plans, organizes, directs, and participates in the development and implementation of districtwide professional learning and technical assistance for test administration and security, data analysis, and the school improvement process.
  20. Collaborates with the Human Resources Division (HRD) to provide accurate achievement data for teacher and principal evaluations.
  21. Plans, organizes, controls, and directs the functions of the unit, including evaluation of grants and programs, accountability, and test data analysis.
  22. Develops and provides user-friendly data to school sites, and CCSD staff that will ensure effective districtwide implementation of CCSD's Strategic Plan.
  23. Organizes, coordinates, and streamlines data collection between units, departments, and divisions.
  24. Consults with and advises CCSD personnel and others on the most effective means of utilizing data to increase student achievement.
  25. Monitors assigned budgets.
  26. Keeps abreast of technical, legislative, and learning affecting the work of the division.
  27. Serves as a liaison with other departments/divisions/units and communicates regularly to ensure maximum efficiency in the delivery of services to schools.
  28. Promotes parent/guardian participation and provides responses to address parent/guardian/community issues/concerns.
  29. Attends Clark County School District Board of Trustees' and other meetings, as required.
  30. Provides relevant data and analysis applicable to CCSD's legislative agenda.
  31. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Work collaboratively and positively with a variety of staff and administrators while assisting them to use data to improve student learning.
2. Demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
3. Present assessment results to various audiences using clear and effective communication tools to ensure understanding; can explain technical information in layman terms.
4. Possess knowledge of laws, rules, regulations, and policies governing large-scale assessment and evaluation in a public-entity setting.

5. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
  6. Motivate others and design activities to assist others in meeting organizational goals, and demonstrates skills in facilitation of groups to accomplish tasks and to make decisions.
  7. Be receptive to new ideas and change, and commit to personal and professional learning.
  8. 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.
  9. 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.
  10. Possess a sense of vision and project that sense, involving others in accomplishing goals and solving problems, and interacting with diverse groups successfully.
  11. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, and patrons.
  12. Continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback, and receive critical feedback in order to maintain high standards for one's self and the organization.
  13. Communicate effectively both written and verbally to make clear as well as persuasive presentations to diverse groups.
  14. Incorporate culturally competent strategies and utilize culturally responsive communication and engagement strategies with all members of the school community.
  15. Ability to recognize and report hazards and to apply safe work methods.
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## **Position Requirements**

### **Education and Training**

Master's degree from an accredited college or university in the area of educational leadership, statistics, assessment, program evaluation, or other area applicable to the position responsibilities.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, appropriate Nevada administrative license, as appropriate.

2. A valid driver's license or state-issued identification card.

## **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K–12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated at least two (2) years of experience as a contracted school principal in an accredited K–12 public or private school (or) at least five (5) years recent successful district-level leadership experience\* as a contracted administrator in a large (minimum of 30,000 students) urban public school district.

\*Leadership experience may include, but is not limited to: school administration, curriculum development, professional development, program evaluation and improvement, instructional assessment and accountability, and educational technology.

3. Experience supervising and monitoring the collection, verification, and reporting of assessment and accountability data.
4. Experience in developing and leading staff development, data-driven decision-making, program and school evaluation, accountability systems, school improvement, and curriculum review.
5. Experience working in, or working with, a large, urban, educational system comprised of diverse constituents.
6. Present or previous experience with strategies or research targeting student achievement in diverse educational settings.
7. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Oversight of a large-scale summative and formative assessment program.
2. Recent experience with school accountability measures and data analysis, leading to systemic school improvement planning.
3. Proficiency with regard to the purposes of different quantitative analyses, including multiple regression and factor analysis; preference will be given to candidates who demonstrate a sophisticated knowledge and ability to utilize advanced statistical analysis methods and software.
4. Ability to make effective use of relevant technology, including that used for scanning and scoring tests and surveys, sophisticated graphing and presentation

software, database programs, statistical packages and districtwide information management systems.

5. Successful oversight of an online data warehouse for accountability and assessment data.

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

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 11/21/23
- Created: 12/04/08