

Director II, Education Services

Position Details

Job Code: U7101

Reference Code: A012

Division/Unit: Education Services

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct, manage, and provide oversight for behavior concerns within the Clark County School District (CCSD). This position is directly responsible to the Assistant Superintendent, Education Services Division (ESD), College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Provide appropriate due process procedures for schools, students, and parents/guardians as the exclusive hearing officer for the assigned region.
2. Assist with the placement of students referred for long-term discipline into appropriate educational programs.
3. Provide assistance and support to administrators and staff providing instruction and related services for students attending ESD schools/programs.
4. Make recommendations to ESD administrators regarding student discipline issues.
5. Provide support and professional learning to site administrators with behavior management and goals.

6. Utilize data in an appropriate manner to monitor improvement and accountability efforts, to guide site-based teams in the use of data to implement, and to monitor school improvement in regards to discipline statistics.
7. Provide pertinent information, report progress and needs, and recommend necessary actions concerning services to the Assistant Superintendent.
8. Provide leadership to and monitor appropriations and use of the Heightening Opportunities and Providing Enhanced Education (HOPE2) funds.
9. Provide support and professional learning to site administrators and staff with effective use of HOPE2 funds.
10. Create management system for HOPE2 fund application, distribution, and evaluation.
11. Provide instructional leadership to principals and other school administrators in creation, implementation, and monitoring of alternative programs to positively impact disproportionality and reduce out-of-school consequences.
12. Direct the organization and operation of all department programs and services with responsibility for continuous planning and improvement relative to efficiency and effectiveness of such services and programs.
13. Implement a performance management system at selected schools, including performance check-in systems.
14. Collect and utilize data in an appropriate manner to assist sites in progress monitoring and mid-course corrections, as well as to implement and monitor funding goals and outcomes.
15. Work with ESD to collect, use, and disseminate discipline data.
16. Work with Equity and Diversity Education (EDE) Department to align appropriate professional learning resources and opportunities to schools with a demonstrated need.
17. Create management systems to gather, display, and share data in a useful format and in a timely manner.
18. Report school-site discipline data; progress-monitoring reports; and recommended modifications to the CCESCU for feedback, follow-up, and supervision.
19. Provide pertinent information; report progress and needs; and recommend necessary actions concerning services to the Assistant Superintendent.
20. Prepare and provide professional learning programs for assistant principals, student success coordinators, counselors, and support professionals, as needed.
21. Interpret Clark County School District regulations, policies, K-12 Student Code of Conduct, and Nevada Revised Statutes (NRS) for District personnel, students, parents/guardians, and agencies; or refer inquiries to appropriate entities, as appropriate.

22. Interpret and enforce the Family Educational Rights and Privacy Act (FERPA).
 23. Responsible for governmental affairs, relative to student concerns, as identified by the Nevada State Legislature; the Nevada Department of Education (NDE); Clark County Juvenile Justice Services; Clark County Family and Youth Services; Nevada State Welfare; Nevada Department of Corrections (NDOC); local law enforcement agencies; and other local government agencies.
 24. Participate in public relations endeavors relative to disproportionality and school discipline upon request of the District, community stakeholders, and the various public information media entities.
 25. Prepare required reports and provide them to the Clark County School District Board of School Trustees; the NDE; and District leadership.
 26. Assist in implementing all parts of the strategic plan approved by the Board of School Trustees.
 27. Serve in a problem-solving capacity to school personnel and parents/guardians.
 28. Assist division leadership with special projects.
 29. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of application of all policies and procedures related to District regulations for alternative education and expulsion procedures.
2. Knowledge of NRS and Nevada Administrative Code (NAC) pertinent to alternative education and discipline of students.
3. Knowledge of the Superintendent's Educational Opportunities Advisory Committee (SEAOAC) recommendations.
4. Knowledge of the District's HOPE2 Initiative.
5. Knowledge of K-12 and adult at-risk programs and professional learning for schools of at-risk students.
6. Knowledge of alternative solutions to out-of-school consequences.
7. Knowledge of District budget procedures.
8. Working knowledge of the District's Student Information System (SIS), Infinite Campus.
9. Ability to act as the division representative in due process hearings.
10. Ability to act as the division representative in allocating and monitoring HOPE2 funds.
11. Ability to represent the District with community stakeholder groups.
12. Ability to work cooperatively with secondary school administration and staff
13. Ability to utilize and promote use of participatory management techniques.

14. Evidence of educational leadership; including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
 15. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
 16. Ability to communicate clearly both orally and in writing.
 17. Ability to work cooperatively with other departments within the District; the Board; and with other agencies, both state and national.
 18. Willingness to work flexible hours.
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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, a Nevada administrative endorsement, if applicable.

Experience

1. Have previously demonstrated at least 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 to the position, a Nevada school administrative endorsement (**or**) have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school **and** currently hold a valid Nevada school administrative endorsement.
2. Two (2) years as a contracted administrator in an accredited K-12 public or private school or two (2) years' experience as a contracted administrative in a related position.
3. Experience with data collection, presentation, and use.

Preferred Qualifications

None specified.

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

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: 04/13/22
- Created: 11/05/20