



# Special Assistant to the Superintendent – Liaison to the Clark County School District Board of Trustees

## Position Details

Job Code: U7377

Reference Code: A030

Division/Unit: Office of the Superintendent

Classification: Licensed Administrator

Terms of Employment: At-Will, [Step 46 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves to support the Superintendent of Schools with the complex daily operations of the Clark County School District (CCSD) as well as serves as the liaison between the superintendent and the Clark County School District Board of Trustees. This responsibility includes but is not limited: to daily communications (both internal and external), supporting the Board with various needs and requests, and continually providing support to the Office of the Superintendent in the form of other duties, as assigned. This position will also supervise the Academic Support and Community Services Center, Administrative Center, Community Services, the Indian Education Opportunities Program, and the Public Records Office. Additionally, this position will serve as the superintendent's liaison to the Public Education Foundation (PEF) and supervise CCSD administrative staff assigned to the PEF. This position is directly responsible to the Superintendent of Schools.

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## Essential Duties and Responsibilities

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

1. Serve as a liaison between the Superintendent and the Board. Provide training to Trustees in the Board's Governance Policies and assist Trustees with questions, concerns, or issues with the policies. Assist the Superintendent with correspondence and communication to the Board, serve as the central point of contact for requests for information and track requests for information to ensure a response is made to the Trustees.
2. Communicate with the Superintendent and the Board on all matters pertaining to CCSD.
3. Provide a wide variety of professional support to the Superintendent and the Board. Prepare materials for Trustee bi-weekly meetings with the superintendent and attend the meetings, as requested. Assist the superintendent with the follow-up requests made during the meetings, maintain a tracking system to ensure that the Trustees receive an update regarding the requests submitted.
4. Participate with the Superintendent in strategic planning, policy research/development, and problem resolution of complex issues as well as needs.
5. Provide communication along with support to the Superintendent and the Board to ensure CCSD's strategic plan, Core Values, objectives, and performance are effectively communicated to external/internal audiences.
6. Interact with government, community and industry officials, as well as the Board in the representation along with development of initiatives, as directed by the Superintendent.
7. Analyze, manage, research, and respond to sensitive (internal/external) issues that arise frequently in the Office of the Superintendent and the Board Office. Respond to Trustee constituent concerns, parent concerns, and public concern forms via CCSD's Customer Service Management System. Respond to Trustee requests for assistance regarding constituent concerns, general questions, and projects.
8. Screen, monitor, and assist the Superintendent with responses to general e-mails along with written/verbal correspondences.
9. Prepare as well as contribute to the preparation of briefings, memoranda, Board governance reports, presentations, and responses on strategic issues, as appropriate.
10. Attend all scheduled Board meetings, agenda reviews, CCSD meetings, Board trainings, and additional meetings as requested by Trustees. Attend all Trustee Briefings and send follow-up questions to cabinet members, as requested.

11. Provide support to the Trustees in the superintendent's evaluation process, as requested. Assist the Trustees in adhering to the agreed upon evaluation process.
  12. Coordinate meet-and-greet opportunities with cabinet members for newly elected Trustees. Attend orientation and meetings with Trustees as well as assist with organizing Trustee training, as needed.
  13. Establish as well as maintain clear lines of communication, dissemination of information, and decision-making within departments, between departmental staff, and other working locations.
  14. Maintain current knowledge of applicable provisions of local, state, and national laws.
  15. Work with principals, region leadership, and other CCSD administrators to ensure resolution to constituent complaints are communicated to all involved.
  16. Provide feedback to the Superintendent, as requested, for implementation of CCSD policies and procedures or other support as needed.
  17. Supervise the Academic Support and Community Services Center, Administrative Center, the Indian Education Opportunities Program, and the Public Records Office. Additionally, this position will serve as the superintendent's liaison to the Public Education Foundation (PEF) and supervise the CCSD administrative staff assigned to the PEF.
  18. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess effective communication, collaborative, and interpersonal skills.
2. Ability to establish and maintain cooperative as well as effective working relationships with others.
3. Possess excellent verbal, written, computer, and presentation skills.
4. Possess effective skills in planning, organizing, and coordinating activities.
5. Ability to effectively organize detailed activities and projects.
6. Possess flexibility and tolerance for ambiguity.
7. Ability to initiate concepts for action, analyze problems, and make decisions.
8. Ability to analyze situations accurately and adopt effective courses of action.
9. Ability to work independently with little to no direction.
10. Possess an understanding of data collection and analysis for planning.
11. Possess an understanding of federal/state legislation and CCSD policies related to academic content and achievement standards, as well as instructional support programs and activities.

12. Knowledge of personnel matters, school and central office operations, CCSD budgetary process, and parent/guardian and community involvement.
  13. Work beyond established hours in order to complete duties and responsibilities, as assigned.
  14. Possess an inordinate amount of initiative.
  15. Ability to work in a fast-paced environment amid constant challenges and often-competing interests.
  16. Ability to continually lead critical analyses of current practices with a focus on improvement.
  17. Ability to exemplify integrity, candor, and high ethical conduct.
  18. Capable of providing districtwide support in meeting all federal requirements.
  19. Possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
  20. Maintain discretion and confidentiality at all times.
  21. Represent CCSD in a professional manner to staff and local community leaders.
  22. Experience in working with parents/guardians, school and administrative personnel, representatives of community advocates, and governmental agencies.
  23. High-level of self-confidence, initiative, self-direction, and motivation.
  24. Experience in a school-based administrative position.
  25. Capable of diplomacy, judgement, leadership, problem-solving, and accountability.
  26. Strong collaborative leadership skills.
  27. Demonstrated understanding along with sensitivity to the needs of various cultural and ethnic groups in the community.
  28. Ability to maintain confidentiality of information.
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## **Position Requirements**

### **Education and Training**

Master's Degree from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

## **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. Previously demonstrated at least two (2) years experience as a contracted administrator in an accredited K-12 public or private school or at least two (2) years contracted administrative experience related to the position.
3. Present or previous successful experience as a school principal or assistant principal.
4. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

None specified.

**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: 10/06/23
- Created: 01/08/18