

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**ASSISTANT SUPERINTENDENT – STUDENT SERVICES DIVISION**

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Reference Code: A821

Division: Student Services

Classification: Licensed Administrator

Terms of Employment: At-Will, Range 46 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position is responsible and accountable for providing leadership, supervision, and guidance for departments within the Student Services Division. This position will oversee special education, gifted education programming, early childhood education, the Office of Charter Schools, health services, and other related departments. This position is directly responsible to the Deputy Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Provides leadership districtwide for PK-12 instructional, curricular, and professional development initiatives related to special education, gifted and talented, and early childhood education.
2. Oversees data collection and analysis for planning, including the use of technology systems.
3. Conducts policy analysis and policy development related to special education, gifted and talented education, and early childhood education.
4. Establishes ongoing priorities, goals, and strategies for the development of instructional strategies in the delivery of special education, gifted education, and Pre-K instruction throughout the District.
5. Provides direction in researching and implementing research-based best practices for student success.
6. Establishes and maintains collaboration with other agencies that provide social, health, educational, and wraparound services to students and their families.
7. Develops and implements activities with higher education officials to expand and maintain programs related to instruction and students.
8. Ensures the provision of health services to students.
9. Oversees the Office of Charter Schools and ensures all legal requirements are met, as well as, monitoring for improvements in students achievement.
10. Works with other Achievement Unit administrators to facilitate the integration of effective instructional and behavioral practices into all classrooms.
11. Implements a professional development plan to provide appropriate instruction to all students.
12. Develops and reviews division/department policies and procedures.
13. Maintains compliance with federal, state, and local laws as well as school policies and regulations.
14. Directs supervision and evaluation of programs and staff.
15. Interacts with District and performance zone administration, schools, parents, and community-based agencies, as appropriate, to meet the needs of students.
16. Oversees the District budget assigned to the Division, including developing and monitoring assigned budgets.
17. Ensures special education students are provided a free and appropriate public education.
18. Represents the District at local, state, and national meetings.
19. Utilizes interpersonal skills including tact, patience, and courtesy.
20. Performs other duties related to the position, as assigned.

**POSITION REQUIREMENTS:**

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

Must possess or be able to acquire a Nevada school administrative endorsement.

Experience:

1. Must have previously demonstrated at least five (5) years of successful licensed teaching experience. Must have at least four (4) years as a contracted administrator in the areas of special education, gifted and talented education, or early childhood education.
2. Knowledge of effective instruction, curriculum, and instructional strategies in K-12 classrooms.
3. Effective communication, collaborative, and interpersonal skills, including oral and written communication skills.
4. Excellent verbal, written, computer, and presentation skills.
5. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, community members, and others.
6. Knowledge of personnel matters, school and central office operations, budget, and parent and community involvement.
7. Knowledge of applicable laws, codes, regulations, policies, and procedures.
8. Knowledge of District needs pertaining to special education programs
9. Success in writing, acquiring, and implementing grants for assigned department.
10. Effective skills in planning, organizing, and coordinating activities.
11. Interpersonal skills using tact, patience, and courtesy.
12. Successful performance in the position held at time of application.

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.