

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR II – DISTANCE EDUCATION

Reference Code: A476

Division: Vegas PBS

Classification: Licensed Administrator

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the instructional leader for Distance Education/Virtual High School. Responsibilities include establishing and maintaining standards and processes for curricular programs that support Distance Education. This position is directly responsible to the General Manager, Vegas PBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide leadership, supervision, and direction in all aspects of Distance Education/Virtual High School.
2. Plan, organize, and direct unique and specialized curriculum and educational approaches for Distance Education/Virtual High School.
3. Develop, monitor, and report on curriculum delivered within Distance Education/Virtual High School.
4. Plan, prepare, recruit, and implement the placement of students into Distance Education/Virtual High School.
5. Establish an effective system for communicating programs to the areas, parents, students, and community.
6. Direct on-going support and staff development with other departments relative to implementation of Distance Education/Virtual High School programs.
7. Administer, in conjunction with the Office of the General Counsel, the lottery for placement of students into Distance Education/Virtual High School Collaborate with Demographics and Zoning staff to determine seat availability in the Select Schools.
8. Counsel with administrators, students, parents, and teachers when an individual student's academic and behavioral problems are involved.
9. Supervise the preparation of school communications such as bulletins, handbooks, annuals, and newspapers.
10. Monitor state and national issues and trends related to Distance Education/Virtual High School.
11. Develop project management plans for various projects in the department.
12. Direct, coordinate, supervise, and evaluate the work of assigned administrators, licensed teachers, and support staff personnel.
13. Develop, monitor, and revise departmental forms, as needed.
14. Attend and monitor Board of School Trustees, State Board of Education meetings, and federal and state committees related to Select Schools.
15. Administer the federal Select Schools grant in collaboration with the staff from the Grants Department.
16. Monitor assigned budgets.
17. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Effective communication, collaborative, and interpersonal skills.
2. Effective skills in planning, organizing, and coordinating activities.
3. Excellent verbal, written, and presentation skills.

POSITION REQUIREMENTS:

Education and Training:

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

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
2. Knowledge of and experience with educational technologies.
3. Experience in a curriculum and instructional leadership role.
4. Strong curriculum background.

Preferred Qualifications:

1. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
2. Ability to manage multiple projects and to meet deadlines.
3. Demonstrated experience in team leadership.
4. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
5. Experience with instructional planning at a school or District level.
6. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
7. Ability to work cooperatively with other departments within Clark County School District and with other agencies, both state and national.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.