



Director II, K-12 Literacy and Language Development

Position Details

Reference Code: A641

Division: Curriculum and Instruction

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 provide leadership, support, and coordination for instructional design, professional learning, and special projects planning in literacy and language development. Responsibilities include the development, revision, and alignment of K-12 curriculum; development and implementation of professional learning programs; and coordination of events and activities for students, teachers, administrators, parents/guardians, and community members. This person will function as an instructional leader, while implementing programs and practices that support the Clark County School District Board of Trustees-identified strategic imperatives for student achievement as well as the Clark County School District Focus Areas and Goals. This person is directly responsible to the Assistant Superintendent, Curriculum and Instruction (CID), Academic Unit.

Essential Duties and Responsibilities

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

1. Lead prioritization of professional learning program needs, escalation of programs, and review of current research.

2. Direct and support the curriculum development and adoption and textbook adoption process for K-12 content areas, including oversight and direction for content expert task forces and committees.
3. Leads prioritization of the Literacy and Language Development Plan.
4. Provide services to regions and schools according to site-and region-specific instruction needs, methodologies, and resources.
5. Oversee development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports with respect to literacy.
6. Engage division heads, School Associate Superintendents, principals, and other stakeholders for input regarding content areas and needs.
7. Participate in regular site visits to schools to review programs. Provide leadership for evaluation of instructional delivery tools by user groups and facilitate the standardization of selected tools for the District.
8. Identify successful intervention and remediation programs to increase student achievement and assist schools with implementation of successful program practices.
9. Maintain articulation and alignment of programs for students with special needs and English learners.
10. Assist with statistical analysis and education research regarding data-driven decision-making and improved instruction.
11. Analyzes and evaluates the effectiveness of literacy programs and projects.
12. Gathers, evaluates, and disseminates research-based best practices to improve operational efficiency and student outcomes.
13. Supervises the development of staffing and scheduling outlines for Human Resources and School Associate Superintendent's, and assist the Human Resources Division (HRD) and administrators with staffing and scheduling issues at school sites.
14. Collaborates with the Grants Development & Administration Department in seeking grant funding and oversee grant projects.
15. Serves as a liaison in intra-divisional meetings and projects.
16. Attends and monitors Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
17. Prepares testimonies, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committee on Education, and other decision makers and stakeholders.

18. Streamlines the planning and implementation of student events and activities through the development and documentation of actionable and repeatable processes.
 19. Partners with stakeholders across the District to ensure effective and efficient use of resources.
 20. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Knowledge of educational technologies.
 2. Effective communication, collaborative, and interpersonal skills.
 3. Effective skills in planning, organizing, and coordinating projects.
 4. Excellent verbal, written, and presentation skills.
 5. Ability to manage multiple projects and to meet deadlines.
 6. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 7. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
 8. Ability to work cooperatively with other departments within the District, with the Board of Trustees, and with other agencies, both state and national.
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Position Requirements

Education and Training

An earned master's degree in Curriculum and Instruction, Educational Leadership, or a related field 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, as appropriate.

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 experience in an accredited K-12 public or private school **and** currently hold a valid Nevada school administrative endorsement.

2. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.
3. Successful performance in position held at time of application.

Preferred Qualifications

1. Demonstrated experience in team leadership.
2. Demonstrated experience in implementing effective English Learner instructional literacy practices.
3. Solid knowledge of building academic language across all content areas.
4. Strong curriculum background and experience with instructional planning and leadership at a school or district level.
5. Thorough knowledge of the District's English language acquisition initiatives.
6. Demonstrated experience as a successful school principal.

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: 06/23/22
- Created: 08/14/14