DIRECTOR II – EQUITY AND DIVERSITY EDUCATION
Reference Code: A706
Division: Student Support Services
Classification: Licensed Administrator
Terms of Employment: Range 43 on the Unified Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to plan, organize, control, and direct operations and activities related to the development and implementation of the Clark County School District Equity and Diversity Education programs, program functions, and curriculum standards. 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. Ensure district-wide Equity and Diversity Education programs and curriculum development activities comply with established laws, rules, regulations, and grant specifications.
2. Coordinate operations, communications, and personnel to enhance program effectiveness and student learning, safety, and achievement
3. Collaborate with administrators, staff, and outside organizations in the planning, development, and implementation of multicultural education; direct the development and implementation of Indian Education Opportunities Programs.
4. Organize and direct multicultural education activities to enhance education in diversity; monitor, evaluate, and modify related practices and procedures, as appropriate.
5. Develop and prepare the annual preliminary budget for assigned programs and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
6. Coordinate, direct, and participate in the research, assembly, and compiling of a variety of technical information related to Equity and Diversity Education; oversee and participate in the preparation and distribution of related correspondence and informational materials.
7. Monitor and evaluate Equity and Diversity Education program functions for effectiveness and operational efficiency; receive and respond to administrative and faculty input concerning program needs; oversee the development and implementation of programs, policies, and procedures to enhance education effectiveness and operational efficiency.
8. Plan, organize, and direct operations, personnel, and resources to enhance teacher and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum development, and instructional strategies related to Equity and Diversity Education.
9. Collaborate with other departments in the preparation, review, and evaluation of grants; organize and direct federal and state grant-funded projects related to equity and diversity education; coordinate and assure proper disbursement of local, state, and federal funds.
10. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to programs, financial activity, grants, personnel, and assigned duties.
11. Communicate with other administrators, personnel, outside organizations, and the public to coordinate activities and programs, resolve issues and conflicts, and exchange information.
12. Attend and conduct a variety of meetings as assigned; attend and participate in a variety of committees, boards, and councils, as directed.
13. Supervise and evaluate the performance of assigned staff.
14. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Knowledge of state guidelines and requirements concerning Equity and Diversity Education.
2. Knowledge of practices, procedures, and techniques used in Equity and Diversity Education.
5. Ability to communicate effectively both orally and in writing.
6. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
7. Ability to analyze situations accurately and adopt an effective course of action.
8. Public relations techniques.
9. Interpersonal skills using tact, patience, and courtesy.
10. Work independently with little direction.

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:
   Previously demonstrated at least (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.

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.