

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Unit**

**CHIEF INSTRUCTIONAL SERVICES OFFICER**

---

Reference Code: A016

Division: Instructional Services Unit

Classification: Administrator

Terms of Employment: At-Will, Range 48 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

---

**POSITION SUMMARY:** This position will serve as the responsible administrator to oversee the Instructional Services Unit (ISU) of the Clark County School District. The person selected for this position is responsible for leading, managing, and supervising the functions in the Assessment, Accountability, Research, and School Improvement (AARSI) Division, the Educational Opportunities Division (EOD), the English Language Learner (ELL) Division, the Instructional Design and Professional Learning Division (IDPLD), and the Student Services Division (SSD). The person selected for this position is directly responsible to the Deputy Superintendent, Office of the Deputy Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Plans, organizes, leads, directs, evaluates, and coordinates a variety of programs, projects, and activities related to all District functions supporting classroom instruction, including curriculum development, instructional design, professional learning, assessment, accountability, research, school improvement, English language acquisition, special education program implementation and compliance, athletics, activities, and other educational opportunities.
2. Provides leadership to create and sustain an environment in which staff in supervised divisions and departments support and expand instructional and organizational best practices aligned with the Principles of Organization and which have evidenced growth in student achievement.
3. Oversees the development and implementation of curricular design, standards, and benchmarks that support student achievement of grade-level standards.
4. Ensures the development and implementation of a large-scale formative and summative assessment program; a system to support schools and School Associate Superintendents in the implementation, monitoring, and evaluation of School Improvement Plans; and a system to collect, verify, and report state-mandated accountability, dropout, graduation, enrollments, and attendance data.
5. Provides leadership for the development and implementation of the District master plan for English Language learner success that includes extensive aligned curriculum and professional development, policy development and analysis, policy interpretation, and coordination of District instructional programs.
6. Oversees the development and implementation of systems to support schools in alternative programming for students who have challenges on a comprehensive campus as well as adult students and of activities to support student engagement to include athletics, student activities, and academic services.
7. Provides technical assistance and instructional leadership to School Associate Superintendents, principals, teachers, and parents to improve the quality of education for students in programs such as gifted and talented (GATE), early childhood, (ELL), and/or receiving special education services.
8. Provides technical assistance and instructional leadership to School Associate Superintendents, principals, and other administrators in raising student achievement and reducing the achievement gap.
9. Works with federal and state officials to ensure that the needs of the District are considered in the development of regulations and state directives.
10. Serves as a liaison with other departments/divisions/units and communicates regularly to ensure maximum timeliness, efficiency, and effectiveness in the delivery of services to schools.
11. Provides leadership in the attainment of an educational atmosphere that responds to the needs of diverse learners.
12. Establishes and maintains collaboration with other agencies that provide social, health, educational, and wraparound services to students and their families.
13. Interprets and applies federal, state, and local laws and statutes and District policies and procedures regarding student expulsion, student discipline, due process, student placement, independent study, competency-based

instruction, credit-by-exam, home schooling, adult education, and implementation of the Family Educational Rights and Privacy Act (FERPA).

14. Analyzes District academic needs in terms of resources, programs, and facilities based on changes in community demographics and economic factors, workforce requirements, and statutory requirements.
15. Monitors assigned budgets and ensures ongoing compliance with all laws, rules, District regulations, and Clark County School District Board of Trustees policies.
16. Oversees budget development to address department and division needs and goals.
17. Provides leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to align with the Principles of Organization.
18. Performs other duties related to the position, as assigned.

#### POSITION EXPECTATIONS:

1. Communicate and collaborate across the organization with the intent of supporting the Principles of Organization, building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork.
2. Possess a high degree of conflict management skills and ability to utilize effective problem solving strategies.
3. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
4. Motivate others and design activities to assist others in meeting organizational goals; demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
5. Establish positive relationships with persons regardless of race, gender, disability, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
6. Foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
7. Use and encourage creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.

#### POSITION REQUIREMENTS:

##### Education and Training:

An earned master's degree from a regionally-accredited college or university.

##### Licenses and Certifications:

Must possess or be able to acquire by time of appointment to the position, appropriate Nevada school administrative endorsement.

##### Experience:

1. Has previously demonstrated at least three (3) years of successful licensed teaching experience.
2. Has previously demonstrated at least two (2) years of experience as a contracted school principal in an accredited K-12 public or private school (or) at least five (5) years recent successful district-level leadership experience\* as a contracted administrator in a large (minimum of 30,000 students) urban public school district.  
\*Leadership experience may include, but is not limited to: school administration, curriculum development, professional development, program evaluation and improvement, instructional assessment and accountability, and educational technology.
3. Has experience with school accountability in terms of data analysis leading to systemic school improvement planning.
4. Demonstrates successful performance in the position held at the 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, gender identity or expression, age, disability, or national origin.