

# LYON COUNTY SCHOOL DISTRICT

## Administrator Leader - Stipend

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**Job Group:** Administrative-Licensed  
**Classification:** Certified Administrator  
**Terms of Employment:** Stipend  
**FLSA STATUS:** EXEMPT  
This is a stipend position.

**POSITION SUMMARY:** The Administrator Leader is responsible for facilitating, mentoring, and coaching fellow administrators at other school sites around professional learning and District initiatives. An Administrator Leader will build skills in the following areas: Reflective Practice for Personal Effectiveness, Communication, Continued Learning and Education, Technology Integration, Coaching and Mentoring, and Effective Partnerships. An Administrator Leader will assist fellow administrators to implement appropriate educational curriculum-based strategies. The time commitment required for this position is three years. It includes monthly Administrator Leader Team meetings, instructional coaching from Cabinet, having an open school where others can come in and observe effective instructional strategies, and other weekly requirements to the equivalent of, no less than 165 hours per year. Stipend will be prorated if 165 hours is not attained by June 30. This position is for licensed administrators who are in a full-time principal or assistant principal level. This person will be expected to adhere to the LCSD Professional Standards for Administration as outlined in policy and the negotiated agreement. The Superintendent oversees and evaluates the position with collaboration and guidance from the Cabinet. Travel is required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Facilitate professional learning opportunities.
2. Collaborate with the Cabinet and support all administrators to integrate initiatives and the goals of LCSD.
3. Model implementation of effective instructional practices in their school.
4. Work extensively with Cabinet, to ensure alignment of priorities, initiatives, and goals of LCSD.
5. Use data to analyze instructional strategy use and program effectiveness.
6. Support effective partnerships at school sites across the District.
7. Assist administrators in integrating technology into the school sites, PD, and within the classrooms.
8. Provide instructional coaching in a non-judgmental capacity.
9. Mentor new administrators.
10. Assisting other administrators in developing systems for daily school operations (i.e. SPP, data teams, PD, etc.)
11. Other duties assigned.

### **POSITION EXPECTATIONS:**

1. This position will collaborate with site administrators on mentoring new teachers and coaching requests.
2. This position requires ability to coach and train personnel, and also requires a significant degree of follow-up.
3. Knowledge of administrator leader standards and adult learning theories.
4. Ability to acquire research and review effective instructional strategies.
5. Promote equity and advocate for the needs of individual students.
6. Excellent written and oral communication skills.
7. Serve on curriculum adoption teams.
8. Assist with the implementation of the District Strategic Plan.
9. Have an open school where others can visit and observe effective instructional practices.
10. Ability to work cooperatively with professional administrative, certified and classified staff.
11. Familiarity with the educational mission and functions of Lyon County School District.

12. Mobility and stamina to maintain an active schedule, with travel to meetings within the district.
13. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
14. Demonstrate knowledge, skill, and ability to provide effective instruction in a classroom setting.
15. Guide the learning process toward the achievement of curriculum and student goals.
16. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
17. Maintain and improve professional competence through continued professional learning.
18. Regular and consistent punctuality and attendance are essential functions of the job.
19. 3 year commitment required, continuation in the position is contingent upon successful completion of the Administrator Leader program each year.

### **POSITION REQUIREMENTS:**

#### **Education and Training:**

1. Master's Degree from an accredited college or university.
2. Three years public school administrative experience.
3. Effective or Highly Effective on the last three years of evaluations.

**Licenses and Certifications:** Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in the relevant subject area.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

#### **WORKING CONDITIONS:**

**Work is performed under the following conditions:** Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. Travel is required.

**Hazards:** Office/classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon 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, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_