

LYON COUNTY SCHOOL DISTRICT- HR Department

Director of Secondary Curriculum, Instruction & Assessment (CIA)

Job Group: District Administration

Classification: Executive Cabinet

Terms of Employment: Defined in Cabinet Member Employment Agreement/Contract – This is a salaried position in the Executive Director Salary Schedule.

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for providing leadership, supervision, guidance, and support for the following departments: Secondary Literacy; Math, Science, other Secondary Curriculum, Secondary Instruction & Secondary Assessment. This position assists with extensive curriculum and professional development, policy development and analysis, policy interpretation, and coordination of Lyon County School District instructional programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Ability to provide leadership district-wide for secondary curriculum, instruction, assessment and professional development initiatives.
2. Provide direct support to secondary schools regarding all districtwide and statewide assessment requirements.
3. Oversee and provide leadership for the district's CTE programs.
4. Assists and works collaboratively with the Director of Elementary CIA to support school-wide and district-wide initiatives pertaining to curriculum, instruction and assessments.
5. Support the development of school administrators as instructional leaders through coaching and supervision.
6. Provides evaluative input to the Deputy Superintendent regarding instructional standards for principal evaluations.
7. Understanding of data collection and analysis for planning, including the use of technology systems.
8. Provide programming for increasing student achievement.
9. Implementation of curricular design, standards, and benchmarks that support the achievement of grade-level academic standards.
10. Experience in facilitating district-wide changes in policies to enhance service deliveries for students.
11. Knowledge and ability to develop and review division/department policies and procedures.
12. Program development with state and school personnel.
13. Understanding of federal and state legislation and District policies related to academic content and achievement standards, as they apply to all students.
14. Direct supervision and evaluation of secondary programs.
15. Provides leadership and oversees adult education and alternative education.
16. Interaction with District, administration, all schools, parents, and community-based agencies.
17. Knowledge of the District budgetary processes, including developing and monitoring assigned budgets.
18. Experience in business planning and marketing processes.
19. Represent the District at local, state, and national meetings.
20. Coordinates the selection of membership for textbook/curriculum committees in cooperation with principals and administrators and textbook/curriculum selection and adoption.
21. Knowledge of personnel matters, school and central office operations, budget, and parent and community involvement.
22. Knowledge of District needs pertaining to curriculum and professional development.
23. Effective oral and written communication skills.

24. Applicable laws, codes, regulations, policies, and procedures.
25. Interpersonal skills using tact, patience, and courtesy.
26. Current national research on curriculum and professional development topics and issues.
27. Serves as a member of the Superintendent's cabinet.
28. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Effective communication, collaborative, and interpersonal skills.
2. Excellent verbal, written, computer, and presentation skills.
3. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, community members.
4. Effective skills in planning, organizing, and coordinating activities.

POSITION REQUIREMENTS: Education and Training:

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

Licenses and Certifications: Must have the ability to complete:

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:

Have previously demonstrated at least five (5) years of successful licensed teaching experience including at least three (3) years as a contracted principal in an accredited K-12 public, charter, or private school.

When applying for an administrative 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. Medium to heavy lifting (25 to 100 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 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.

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 REQUIRMENTS FOR POSITION

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

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects: 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
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				
Cold Stress				

UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	x			
Near Vision				
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 the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____