

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Director of Student Achievement and Alternative Education

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** Provides oversight for all NCSD Alternative Education Programs, Adult Education, Distance Learning, Online Development Classes, and HSE.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Assists in the development and implementation of alternative education programs, Adult Education, HSE, distance learning, online instruction, blended classrooms and flipped classrooms.
2. Assists the Director of Curriculum and Instruction with new teacher mentorship program and training.
3. Works collaboratively with the Director of Curriculum and Instruction on PLC Development and RTI Implementation.
4. Assists the Director of Curriculum and Instruction in providing professional development opportunities to staff.
5. Serves as mentor and supervisor of Pahrump Valley High School Principal.
6. Serves as the Administrator and oversees the daily operations of Pathways 3-12.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of Alternative Education programs, Adult Education, and HSE.
2. Familiar with the implementation of distance learning, online instruction, blended classrooms and flipped classrooms.
3. Knowledge of mentorship programs and professional development best practices for teaching and learning.
4. Possess effective interpersonal skills.
5. Possess excellent communication, collaborative and organizational skills.
6. Ability to manage multiple tasks and projects.
7. Ability to work well with multiple constituencies.
8. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in Curriculum and Instruction
2. Successful administrative experience preferred
3. Minimum of five (5) years certified experience in a school system, to include at least three (3) years of classroom teaching

### **Licenses and Certifications:**

1. Valid Nevada Department of Education Administrative and Teaching license with Supervisor of Curriculum and Instruction endorsement
2. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check

2. Compliance with NCS D Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

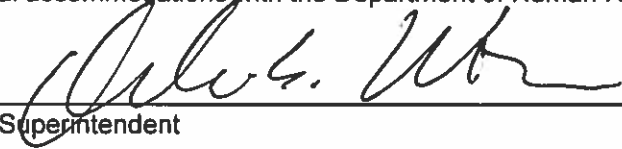
**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

4/20/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

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

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

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_