

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Assistant Superintendent

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: To assist the Superintendent in the task of providing leadership in developing and maintaining the best possible educational programs and services.

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. Complies with the state-approved Code of Ethics of the education profession and upholds and enforces department/unit rules, administrative directives and regulations, Board policy, and State and Federal regulations.
2. Serves on Superintendent's Leadership Team.
3. Attends all Board of Trustees meetings and work sessions to serve as an advisor or resource person.
4. Interprets the philosophy, goals, objectives, policies and programs of the district to staff, committees, and the public.
5. Manages the processes and personnel in assigned departments in completing long-range and short-term planning.
6. Oversight and administration of the following programs:
 - a. Accountability and Testing
 - b. Alternative Education, Adult Education, Distance Education, and HSPE
 - c. Class-size Reduction
 - d. Counseling Services and Social Workers
 - e. Crisis Management
 - f. Curriculum Development and Textbook Adoption
 - g. Educational Data Collection/Data Summit
 - h. Graduation Rate
 - i. NEPF
 - j. Parent/Student Handbook
 - k. Professional Development, Professional Learning Communities (PLC), Staff Training
 - l. Report Cards and Grading
 - m. School Improvement/Underperforming Schools
 - n. Security, School Resource Officers, Liaison with Nye County Sheriff's Department
 - o. Special Programs, including Career & Technical Education (CTE), English Learner (EL) Program, Grants, Parent Involvement, Read by 3rd, Safe & Respectful Schools, Special Education, Student Information System/Ed Software, and Technology
 - p. Student Athletics, Activities, Field Trips, and Parent/Athlete and Coach Handbooks
 - q. Student Discipline, Attendance, and Truancy
 - r. Student Variances (In District)
7. Participates in the development of goals and objectives in accordance with district policies, regulations, and procedures.
8. Manages the processes and personnel in assigned departments in preparing and analyzing needs and administering budgets.
9. Supervises and evaluates Executive Secretary; if directed by Superintendent, supervises and evaluates: Principals, Directors, Coordinators, and Instructional Coaches.
10. Advises the Superintendent of the status of programs, projects, policies, budgets, etc.
11. Maintains open lines of communication and advises assigned staff of pertinent and applicable information.
12. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
13. Reviews and approves suspension reports and recommends follow-up action as appropriate. If directed by Superintendent: conducts district discipline and attendance hearings.

14. Extensive travel, including up to two (2) nights per week travelling to and from schools in northern, rural communities: Amargosa, Beatty, Duckwater, Gabbs, Round Mountain, and Tonopah.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge and continual awareness of current laws, regulations, statutes, rules, and policies affecting assigned areas.
2. Knowledge of general administration of federal and state statutes and regulations pertaining to student discipline issues, student attendance, student athletic programs, and special needs populations, including EL and Special Education.
3. Knowledge of fundamental budget principles.
4. Skill in communicating with internal and external public; problem analysis and decision-making; data analysis; conflict resolution.
5. Skill in planning, organizing, implementing, and evaluating program or district objectives; facilitating groups in order to complete tasks.
6. Ability to apply principles of effective management, staff supervision and administration.
7. Conceptual understanding and demonstrated successful implementation of School Improvement Plan and Professional Learning Community (PLC) framework.
8. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among Board of Trustees, all district staff, and the community.
9. Demonstrates a commitment to transparency and timeliness.
10. Creates and sustains a focus on learning and a culture of continuous improvement.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
12. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, conforms to safety standards as prescribed.
14. Recognizes and notifies appropriate authorities of unauthorized persons on campus, and/or of issues that require immediate attention.
15. 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 Educational Administration or related field
2. Minimum of four (4) years successful school administrative experience
3. Minimum of three (3) years successful classroom teaching experience

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license
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: Joseph H. DeSt
Superintendent

10/16/23
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: _____