



233 North Stephanie Street // Henderson, NV 89074
850 South Durango Drive, Suite 100 // Las Vegas, NV 89145
300 N. 13th St. // Las Vegas, NV 89101
2201 W. College Parkway // Carson City, NV 89703
Meadowwood - 5270 Neil Road // Reno, NV 89502 *temporary location*

Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegeNV.com

Director of Site Administration

*Duty to serve many traditional school roles including: Principal, Advisor, Academic Counselor, Disciplinary, etc.
Annual salary range is based on experience/qualifications/negotiations and is dependent upon student enrollment*

\$70-\$90K/yr | Mid: \$91-\$110K/yr | High: \$111-\$120K/yr
NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: www.earlycollegeNV.com

POSITION OPEN AT MEADOWWOOD, SUNRISE and DOWNTOWN CAMPUSES

CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under the direction of the school's Governing Body and support from the model flagship organization, the Director of Site Administration shall direct, execute, plan, develop, and supervise instruction of Nevada State High School's curriculum and program structure in accordance with policies, practices, and procedures prescribed by law and the Nevada State High School Governing Body, written charter, and school model. This is a demanding site leadership position with freedom and flexibility to make progress with employees and increase student achievement and manage the school's resources. The position requires a high level of responsibility, integrity, and motivation following the organization's core values. This position requires the evaluation and coordination of measurable school and student outcomes in alignment with the school's strategic framework. This is a salaried, full-time, 12-month position that requires nearly 100% autonomy and a traditional work week that may range from 40 – 60 hours. This position requires leadership for preparing every student to be college ready, building independent resourceful learners, and developing creative ways to maintain strong relationships with students that are on-site less than five hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Provides for the leadership, management and accountability for all site functions
2. Directs, executes, plans, or supervises the safety and security of the campus and students
3. Directs, executes, plans, develops or supervises testing and student achievement data for the site
4. Directs, executes, plans, develops or supervises site stakeholder meetings
5. Directs, executes, plans, develops or supervises registration and student retention

MAJOR DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Execute school's federal start up grant
2. Develops student understanding of college level coursework
3. Supervises the evaluation and implementation of the NSHS curriculum and leading effective instruction
4. Facilitates all site special programs including, but not limited to ELL, 504, IEP, Homeless, FRL
5. Conducts student conferences on achieving individual student academic plans and college goals
6. Implements student supports and targeted interventions in accordance with NSHS practices
7. Coordinates special academic activities specific to assigned areas including transitioning students to college & careers
8. Manages student data through the state database management systems and school data management system
9. Ensures tutoring support to students on an as needed basis
10. Organizes and oversees site meetings, attendance and form collections
11. Monitoring and documenting student participation in school and external activities
12. Monitoring and documenting the overall progress of students in high school and college courses
13. Supports students in the understanding of the specific requirements of curricula in college
14. Plans with academic team the high quality instructional lessons and strategies
15. Prepares information for special projects
16. Provides and participates in relevant professional development and performance incentives
17. Provides direction and support for instructional strategies connected with Nevada's high school assessments; and
18. Provides direction and implementation of the NSHS courses: Study Skills, Transitions and Introduction to College courses; and
19. Provides for gathering data from a variety of sources for inclusion in technical reports
20. Provides for planning, organizing, and recommending changes for efficiency at the school
21. Provides leadership in staying current on local, state, and federal educational initiatives
22. Reacts to change positively and productively
23. Recruits students to participate in the school
24. Monitors student registration
25. Manages and proctors State and school assessments including; ELL screening, WIDA testing, ACT, WorkKeys and college placement
26. Represents the school through participation in professional organizations at national, state, and regional conferences
27. Responds to parental concern with discipline, registration, and academic achievement
28. Provides for progress checks on student performance in a timely manner and informs parents/guardians of failure issues
29. Serves as a resource to the Chief Academic Officer on instructional and fiscal decisions to support all programs
30. Manages, hires, and supervises staff in accordance with the NSHS model

31. Validate and confirm student semester grades and attendance
32. Ensures compliance with state and federal plan requirements
33. Manages the site budget to ensure fiscal responsibility and maximize student achievement
34. Applies for, manages, and oversees state and federal grant funds
35. Performs independent research
36. Performs other duties as assigned

MINIMUM REQUIREMENTS OF THE POSITION

1. Has obtained or is eligible for a Nevada High School Teacher License with administrative endorsement; and
2. Has demonstrated leadership ability with a preferred administrative experience in education; and
3. Has knowledge of high school and college curricula; and
4. Has knowledge of child development, learning theories, and effective teaching techniques; and
5. Has good interpersonal communication skills; and
6. Has proficiency in desktop computer applications with MS Office; and
7. Has a willingness and capability to work beyond the normal workday; and
8. Gold or Platinum ACT Workkeys NCRC preferred (interested applicants can register to test here: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers.html>)
9. Bilingual in English and Spanish preferred

SALARY

The salary range for this 12-month position is commensurate with training, qualifications, experience, and negotiations. Attractive benefits include: performance pay, health care, eye/dental, retirement plan, longevity, and accrual of time.

PERQUISITES OF THE POSITION

1. Performance pay linked to progress and quality of projects
2. 2 personal days per month
3. Time off for nationally recognized holidays
4. Choice 100% contribution or shared contribution from employer into State Retirement system (PERS)
5. Admin. endorsement on teaching license by 8/1/2018 or degree in Educational Leadership or Public Administration

APPLICATION PROCESS

New and experienced persons meeting the minimum qualifications are invited to complete the process including:

1. **Submitting** an 1) NSHS application, 2) letter of interest, 3) resume, 4) updated contact information for two references (mandatory one professional), and 5) copy of college transcripts and/or any license/endorsement information to the following:
 - a. Dr. John Hawk, Chief Operations Officer
Nevada State High School -- 233 North Stephanie Street //Henderson, NV 89074
LOG A HELP TICKET HERE – No Hard Copies: <http://help.earlycollegenv.com>
2. Submitting information for a technical skills review. NOTE: After a committee from the school reviews the information above, it will select a group of potential candidates to continue along in the process to complete a technical skills review. The school will be notifying all candidates of their status via email.
3. Interviewing with a selection committee at the school. NOTE: The committee will only be interviewing a select group of candidates to continue along in the process based on the review of information above.

THIS IS A POSITION THAT IS OPENED UNTIL FILLED. THE COMMITTEE PLANS ON SENDING OUT TECHNICAL SKILL REVIEWS ON OR AROUND THE WEEK BEGINNING MONDAY, APRIL 30, 2018 AND STARTING INTERVIEWS ON OR AROUND THE WEEK BEGINNING MONDAY, MAY 7, 2018. THIS PROCESS WILL CONTINUE THROUGHOUT THE SUMMER UNTIL THE POSITIONS ARE FILLED. FOLLOW THE POSTING ON THE WEBSITE TO SEE IF THE POSITION IS STILL OPEN OR CLOSED.

REFERENCES TO EARLY COLLEGES

Learn more about the early college model by reading on Kindle the three part series *Accelerated Success!* by Tracey K. Hurst and Patricia Uribe.

EQUAL OPPORTUNITY EMPLOYER

Nevada State High School is an equal opportunity employer and does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion or disability.

START DATE

Nevada State High School employment may begin immediately. Initial review of applications, resumes and questionnaires will continue regularly until filled. For details on applying, visit <http://earlycollegeNV.com>