

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, Disciplinarian, etc.

Annual salary range is based on experience/qualifications/negotiations

\$70-\$80K/yr | Mid: \$80-\$90K/yr | High: \$90-\$100K/yr

NO STATE/LOCAL INCOME TAX

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

POSITIONS OPEN AT BOTH SUMMERLIN AND HENDERSON CAMPUSES

CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under the direction of the Chief Academic Officer, the Director of Site Administration at each campus shall direct, execute, plan, develop, and supervise curriculum for the high school in accordance with policies, practices, and procedures prescribed by law and Nevada State High School. This is a demanding site leadership position with freedom and flexibility to make progress with employees and increase student achievement. The position requires a high level of responsibility with evaluating and coordinating measurable school and student outcomes in alignment with the schools 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 50 – 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. Directs, executes, plans, develops or supervises the student support services for the school including, but not limited to:
 - a. Parental communication, extended learning, academic support services, school improvement, and student support services
2. Directs, executes, plans, develops or supervises the academic achievement services for the school including, but not limited to:
 - a. Literacy, mathematics, career paths, academic planning, academic enrichment, counseling, academic standards
3. Directs, executes, plans, develops or supervises the special education/504 services for the school including, but not limited to:
 - a. Related services, remedy services, program support, IEP teams
4. Directs, executes, plans, develops or supervises the services related to special events for the school including, but not limited to:
 - a. Student activities, awards night, graduation, mandatory parent meeting

MAJOR DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Assist in the development of student understanding of college level coursework; and
2. Collaborates in the development, implementation, and evaluation of a comprehensive high school/college programs; and
3. Compiles information for annual State audits; and
4. Conducts student conferences on achieving individual student academic plans; and
5. Coordinates special academic activities specific to assigned areas including transitioning students to college and career paths; and
6. Leads school in student database management systems; and
7. Leads the school improvement team to analyze data, develop and implement school improvement plans; and
8. Maintains regular, on-time attendance; and
9. Offers tutoring to students on an as needed basis in specialized area of the Director of Site Administration; and
10. Organizes collaborative meeting meetings with site staff; and
11. Participates in advising student activities monitoring/documenting the overall progress of students in college; and
12. Participates in designing and writing parent/student newsletters; and
13. Participates in the development of student understanding of the specific requirements of curricula in college; and
14. Plans with stakeholders high quality instructional lessons and strategies; and
15. Prepares information for special projects; and
16. Provides and participates in relevant professional development and performance incentives; and
17. Provides assistance and support to students in order to achieve optimum teaching/learning conditions at the college level; and
18. Provides direction and support for instructional strategies connected with Nevada's high school assessments; and
19. Provides for gathering data from a variety of sources for inclusion in technical reports; and
20. Provides for planning, organizing, and recommending changes for efficiency at the school; and
21. Provides leadership in curriculum development and in the articulation of curriculum between high school and college; and
22. Provides leadership in staying current on local, state, and federal educational initiatives; and
23. Reacts to change positively and productively; and
24. Recruits students to participate in the school; and
25. Represents the school through participation in professional organizations at national, state, and regional conferences; and
26. Responds to parental concern with discipline, registration, and academic achievement; and
27. Serves as a liaison with appropriate Nevada State Department of Education and sponsor representatives; and
28. Serves as a resource to the Chief Academic Officer on instructional and fiscal decisions to support all programs; and
29. Serves in developing systems to ensure successful and efficient academic operations; and
30. Teaches or secures instructors for high school introduction to college and study skills courses; and
31. Validates and produces official transcripts using the school's student information system for college admissions; and
32. Performs independent research; and
33. Performs other duties as assigned

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE POSITION

Nevada State High School operates on a shared leadership model. This position is in the leadership team and has many tasks directly associated with the position (SITE) and other tasks shared with the same position at other campuses (SHARE) and/or shared with the executive administration (EXEC). Below is a partial list of tasks throughout the year that this position is actively involved in including:

001: SITE Accounting for site inventory	034: SITE Planning school improvement	067: SHARE Entering scorecard data	100: EXEC Maintaining personnel files
002: SITE Approving payroll time logs	035: SITE Processing transcripts	068: SHARE Facilitating car wash fundraiser	101: EXEC Maintaining telecom.
003: SITE Approving requisitions	036: SITE Proctoring online test	069: SHARE Hosting annual parent meeting	102: EXEC Ordering state testing
004: SITE Approving supply purchases	037: SITE Remediating for state tests	070: SHARE Hosting parents in partnership	103: EXEC Participating in accreditation
005: SITE Approving time off	038: SITE Reporting on academic audit	071: SHARE Maintaining student data	104: EXEC Participating in gov. mtgs.
006: SITE Attending sped meetings	039: SITE Reporting on school improve.	072: SHARE Planning study skills	105: EXEC Participating in recruit. mtgs.
007: SITE Collecting academic plans	040: SITE Scorecard reporting	073: SHARE Planning transitions course	106: EXEC Planning emerg. & crisis
008: SITE Collecting frl forms	041: SITE Servicing ell students	074: SHARE Planning two-week course	107: EXEC Planning for new students
009: SITE Collecting school forms	042: SITE Serving as homeless liaison	075: SHARE Recruiting new students	108: EXEC Preparing for financial audits
010: SITE Collecting semester grades	043: SITE Scheduling indiv. mnlly. staff mtgs.	076: SHARE Running monthly staff mtgs.	109: EXEC Processing college payments
011: SITE Collecting state reporting	044: SITE Supervising front office	077: SHARE Scheduling state tests	110: EXEC Reaching out to community
012: SITE Complying emerg. & crisis	045: SITE Supervising instruction	078: SHARE Supervising event outreach	111: EXEC Recruiting new students
013: SITE Complying with e-rate	046: SITE Supervising textbook process	079: SHARE Supervising mock interviews	112: EXEC Reporting arc
014: SITE Conducting emergency drills	047: SITE Supporting perform. incentives	080: SHARE Training for sch. improvement	113: EXEC Reporting financials
015: SITE Conducting indiv. parent mtgs.	048: SITE Tracking credits	081: SHARE Training new students	114: EXEC Reporting inventory
016: SITE Counseling students	049: SITE Validating college classes	082: SHARE Training study island	115: EXEC Reporting on monthly attend.
017: SITE Developing student interventions	050: SITE Validating count day forms	083: SHARE Training study skills	116: EXEC Reviewing immunizations
018: SITE Distributing monthly scorecards	051: SITE Validating historical transcripts	084: SHARE Training transition course	117: EXEC Scanning invoices
019: SITE Entering semester grades	052: SITE Verifying class payment	085: SHARE Training two-week course	118: EXEC Setting up class structure
020: SITE Identifying 504 students	053: SITE Withdrawing students	086: SHARE Updating MOODLE users	119: EXEC Testing ell contractor
021: SITE Intervening on scorecards	054: SHARE Accounting for MOODLE crs.	087: SHARE Updating student handbook	120: EXEC Training for osha
022: SITE Maintaining facilities	055: SHARE Administering state tests	088: EXEC Accessing comp. accounts	121: EXEC Training staff
023: SITE Maintaining storage room	056: SHARE Advising student government	089: EXEC Archiving and tech. backup	122: EXEC Updating computers
024: SITE Maintaining student files	057: SHARE Advising student prom	090: EXEC Budgeting for school	123: EXEC Updating facebook/twitter
025: SITE Managing asbestos compliance	058: SHARE Advising student yearbook	091: EXEC Compiling with facilities	124: EXEC Updating school website
026: SITE Monitoring 504 students	059: SHARE Announcing school events	092: EXEC Connecting printers	125: EXEC Updating staff handbook
027: SITE Monitoring facilities	060: SHARE Calendaring and date card	093: EXEC Deploying network security	126: EXEC Validating bighorn app
028: SITE Monitoring grad. progress	061: SHARE Conducting awards ceremony	094: EXEC Developing master register	127: EXEC Validating e-rate
029: SITE Monitoring new students	062: SHARE Conducting social events	095: EXEC Drafting newsletter	
030: SITE Overseeing daily attendance	063: SHARE Coordinating online test prep.	096: EXEC Engaging business to business	
031: SITE Overseeing school sales	064: SHARE Developing and training staff	097: EXEC Facilitating sped	
032: SITE Overseeing student portfolios	065: SHARE Directing graduation ceremony	098: EXEC Hiring staff	
033: SITE Overseeing volunteer forms	066: SHARE Entering historical transcripts	099: EXEC Hosting online databases	

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. Is available to begin employment on or before Friday, July 1, 2016

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 and state retirement plan (PERS), and accrual of time.

PERQUISITES OF THE POSITION

1. Performance pay linked to progress and quality of projects; and
2. 2 personal days per month; and
3. Time off for nationally recognized holidays; and
4. Choice 100% contribution or shared contribution from employer into State Retirement system (PERS)

APPLICATION PROCESS

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

1. **Emailing** 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
USE THIS EMAIL – No Hard Copies: jhawk@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, MAY 30, 2016 AND STARTING INTERVIEWS ON OR AROUND THE WEEK BEGINNING MONDAY, JUNE 6, 2016. 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, but not later than Monday, August 1, 2016

For details on applying, visit <http://earlycollegeNV.com>