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Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

## Executive Director

*Based on experience/qualifications*  
Range: \$90,000 to \$120,000 annually  
NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

CLOSING DATE: Open Until Filled

### **GENERAL PURPOSE OF THE POSITION**

Under minimal direction, the Executive Director serves as Nevada State High School's educational leader for all Nevada State High School campuses within its network. This position will focus on managing and maintaining school support services, implementing and executing on school programs, and ensuring compliance with all network facilities. Additionally, this position will lead, manage and ensure accountability on all school campuses of the school's core values of: responsibility, integrity, and motivation. This is a salaried, full-time, 12-month position that requires nearly 100% autonomy. This position requires leadership for preparing every student to be college ready graduates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Serves on the school's executive team
2. Supervises, through site administrators, methods of teaching, implementation of the NSHS curriculum, supervision, and administration leading to effective instruction.
3. Prepares reports for school leaders to make decisions
4. Manages special population plans
5. Ensures and monitors student interventions plans and processes
6. Monitors and maintains student registration
7. Monitors and maintains student graduation progress
8. Prepares reports on enrollment and registration for the executive team
9. Participates in the development and implementation of enrollment strategies
10. Provides student/parent support through interventions after site intervention
11. Coordinates support strategy, creative development, and execution of school instructional programs
12. Coordinates the educational program and provides leadership in its development and improvement
13. Coordinates and oversees student testing and security
14. Manages scorecard data entry
15. Manages school form collection process
16. Manages semester grades compliance and reporting
17. Oversees maintenance of student and school records
18. Validates college classes and ensures payment
19. Oversees maintenance of school facilities within the network
20. Oversees maintenance of school safety compliance
21. Oversees maintenance of health and medication plans
22. Oversees that sites conduct and coordinate emergency drills
23. Ensures execution of emergency and crisis plans
24. Implements monthly team meetings and provides support
25. Supports site technology and reporting on inventory
26. Determines compliance with laws, regulations, and procedures
27. Ensures sites conform to safety standards as prescribed
28. Prepares letters and reports on own initiative or as directed by the use of advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; writes/creates memos, correspondences, or reports, as directed
29. Provides for the overall support of the executive team with duties related thereto, which includes, but is not limited to working extra hours and beyond the normal work schedule
30. Performs other tasks related to the position 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
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 a plus

### **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)
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 here:
  - 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

### **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 is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will continue regularly until filled. For details on applying, visit the application process above or <http://earlycollegeNV.com>