



Nevada State High School
★ Public Charter School ★

Director of Site Administration – Meadowwood (Reno) Campus

This is a critical needs position and PERS retirees welcome to apply

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 950 11th and 12th grade students in eight (8) locations. We continue to meet the community’s demand of preparing high school students to attend college without having to take remedial coursework.

Demanding leadership position with freedom and flexibility to direct a school campus, lead employees, increase student achievement, and manage school resources. This position requires a high degree of accuracy, timeliness, and production across school functions including, but not limited to, safety/security of students, student testing/achievement, stakeholder meetings, registration and retention of students, and overall leadership, management and accountability. It is essential that any person hired for this position believe in and adhere to the NSHS mission and core values.

Employee Value Proposition:

Table with 2 columns and 2 rows. Columns: Cultural Fit, Total Compensation and Rewards, Working Environment, Professional Growth. Rows contain detailed descriptions of each category.

QUALIFICATIONS

- 1) Nevada teaching license with administrative endorsement acquired within three (3) months of hire date or degree in Educational Leadership or Public Administration
2) Has a bachelor’s degree from an accredited institution
3) MUST be proficient with Microsoft Office (Word/Excel/Outlook)

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school’s help ticket portal here: http://help.earlycollegenv.com. NO HARD COPIES OR EMAILS.

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: https://earlycollegenv.com/career-opportunities/.

CLOSING DATE: Open Until Filled