



Nevada State High School
★ Public Charter School ★

Director of Site Administration – Southern Nevada

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 970 11th and 12th grade students in nine (9) 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:

<p style="text-align: center;">Cultural Fit</p> <p>Core Values: OWN IT: Take responsibility for your actions. UPHOLD OUR PROVEN PROCESS: Maintain integrity & expectations of the NSHS program. CONTINUOUS IMPROVEMENT: Motivation to improve self and others.</p> <p>Core Focus: To provide opportunities for student success in a college environment that propels them into fulfilling careers.</p>	<p style="text-align: center;">Total Compensation and Rewards</p> <p>Pay and Benefits: \$75,000 - \$95,000 annual salary. Healthcare, dental, vision, LTD. No state/local income tax and state retirement 100% paid (no SS deductions) (savings of approx. 6% - 12% of net pay). Two (2) days of PTO per month and federal holidays.</p> <p>Incentives: Annual performance incentive from \$3,000 - \$10,000 that determines future base salary. <i>(Note: A \$70,000 salary can be \$97,000 in 6 years)</i></p>
<p style="text-align: center;">Working Environment</p> <p>NSHS has strong leadership that develops a culture of high expectations and being open and honest. Staff follow simple core processes (progress not perfection) and tools to improve the health of the organization and get everyone pointing in the same direction using EOS®. Staff proposes their work schedule each month and are motivated by a “my kid standard.”</p>	<p style="text-align: center;">Professional Growth</p> <p>Most Fridays, staff conduct collaboration, feedback, training, and professional growth. Departments have funds allotted for conferences and workshops to meet biannual training plans established by the employee and supervisor. Professional development is in the school’s DNA and we are motivated to figure out new ways to improve ourselves and others.</p>

QUALIFICATIONS

- 1) Teaching license with administrative endorsement acquired within three (3) months of hire date or degree in Educational Leadership or Public Administration. You can find the requirements to hold a license with administrative endorsement here: [NAC 391.170](#)
- 2) Has a master’s degree from an accredited institution
- 3) Gold or Platinum ACT Workkeys NCRC preferred if you are interested applicants can register to test here: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers.html>
- 4) 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