



Nevada State High School
★ Public Charter School ★

Support Services Director

This is a critical needs position and PERS retirees are 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 1,000 11th and 12th grade students in nine (9) locations.

The Support Services Director is a valued member of the school's five (5) Executive Leadership Team and will provide support under the specific functions of Leadership Management Accountability, Annual Plans, Grants, State and Federal Compliance, and Academic Processes.

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) Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement.
2) Earned a Master's degree in curriculum, educational leadership, digital learning, or related field;
3) Demonstrated skills of producing governing body reporting and state accountability reports;
4) Proficiency with computer software including, but not limited to Microsoft Office Suite;
5) Advanced proficiency in Microsoft Excel and student achievement data analysis;

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) resume, and 3) transcripts and/or applicable 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