



Nevada State High School
★ Public Charter School ★

Director of Site Administration

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. NSHS continues 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 Leadership Management Accountability, Safety/Security, Achievement/Testing, Site Losses/Gains, School Performance, and Registration/Retention. Other duties as assigned. This position is a generalist and requires someone with a high degree of accuracy, timeliness, and production across the primary functions above.

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) Has obtained or is eligible for a Nevada High School Teacher License with administrative endorsement; You can find the requirements to hold a license with administrative endorsement here: NAC 391.170;
2) Earned a Master's degree in curriculum, educational leadership, digital learning, or related field
3) Demonstrated ability and advanced proficiency in keyboarding and Microsoft Office Suite
4) Experience with sustaining network performance and culture of high expectations in an organization

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