

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Superintendent

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 8 hours per day, 12 months-Contract negotiated with Board of Trustees, as per NCSD Policy #4130 and #4135

**JOB GOAL:** Provides leadership in developing and maintaining the best possible educational programs and services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Attends and participates at all meetings of the Board and its committees except when excused by the Board or when his/her own salary is being considered.
2. Develops and implements a strategic plan for the District.
3. Keeps the Board informed on all school matters.
4. Prepares or causes to be prepared facts and explanations necessary to assist the Board in making its decisions.
5. Provides for regular review and advises the Board on the needs for new and/or revised policies and to see that all policies of the Board are implemented.
6. Reports and interprets the Board policies and administrative regulations to staff, committees, and the public.
7. Appoints employee committees that may be required for the establishment and execution of educational policies and practices.
8. Acts at his/her own discretion in any matter not covered by Board policy, if action is necessary, and reports such action to the Board as soon as practicable.
9. Administers as chief executive, the development, coordination, and maintenance of a positive education program designed to meet the needs of the student and community.
10. Through cooperative leadership both within and without schools, represents school sites before the public and maintains a program of public relations and publicity to keep the public informed as to the activities, needs, and successes of the schools.
11. Receives communications from the public concerning school affairs.
12. Transmits appropriate and pertinent communications from the Board to employees and from employees to the Board.
13. Makes recommendations to the Board of the number and types of positions required to provide proper personnel for operation of the educational program.
14. Makes recommendations to the Board for the appointment or employment of all employees of the district and to assign, transfer, and recommend for dismissal any and all employees of the district.
15. Makes temporary assignments and transfers of employees, pending Board action, as necessary in his/her professional judgment to secure the highest efficiency of the entire staff.
16. Apprises the quality of teaching by the instructional staff with the view of increasing its effectiveness.
17. Supervises the preparation of the annual budget, makes recommendation to the Board for approval, and administers the adopted budget.
18. Consults with staff on any school or educational program.
19. Encourages Board members and district office staff to visit schools in the district.
20. Consults with community groups about school-associated activities.
21. Supervises the effective implementation of all state and federal laws, state and federal regulations, and Board directives.
22. Represents the school district at national, state, regional, and local conferences.
23. Performs other tasks, as may be assigned by the Board of Trustees, as per NCSD policy #4120.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge and continual awareness of current laws, regulations, statutes, rules, and policies.
2. Knowledge of general administration of federal and state statutes and regulations.

3. Knowledge of fundamental budget principles.
4. Skill in communicating with internal and external public; problem analysis and decision-making; data analysis; conflict resolution.
5. Skill in planning, organizing, implementing, and evaluating program or district objectives; facilitating groups in order to complete tasks.
6. Ability to apply principles of effective management, staff supervision and administration.
7. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among Board of Trustees, all district staff, and the community.
8. Demonstrates a commitment to transparency and timeliness.
9. Creates and sustains a focus on learning and a culture of continuous improvement.
10. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies appropriate authorities of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in Educational Administration or related field
2. Minimum of two (2) years successful district-level leadership and five (5) years successful school administrative experience
3. Minimum of five (5) years successful classroom teaching experience

### **Licenses and Certifications:**

1. Valid Nevada Department of Education Administrative and Teaching license
2. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

## **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

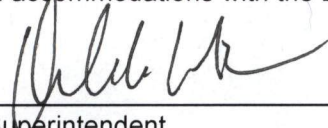
## **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or

expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

2/5/18  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_