

# Chief of Health and Student Services

## Position Details

Job Code: U7378

Reference Code: A821

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 49 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing leadership, supervision, and guidance for departments within the Student Services Division (SSD). This position will oversee special education, gifted and talented education (GATE), early childhood education, school supports, Section 504, Office of Compliance and Monitoring, employee health services, student health services, service animals, emotional support animals and school-wide therapy dogs, Medicaid reimbursement, crisis response, and other related services and departments. This position is directly responsible to the Deputy Superintendent, Teaching and Learning.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides direct supervision, evaluation, organization, and operation of programs, schools, and services.
2. Provides leadership districtwide for instructional, curricular, and professional learning initiatives related to special education, GATE, Section 504, and early childhood education.

3. Oversees data collection and analysis for planning, including the use of technology systems.
4. Conducts policy analysis and policy development related to special education, GATE, early childhood education, and health services.
5. Establishes ongoing priorities, goals, and strategies for the development of instructional strategies in the delivery of special education, GATE, and early childhood education instruction throughout the Clark County School District (CCSD).
6. Develops, implements, and maintains employee health monitoring systems, utilizing a districtwide health screener, including vendor identification, vendor management, and all related administrative functions.
7. Collaborates with the Southern Nevada Health District (SNHD) and other local, state, and national health advisory organizations to develop, implement, and maintain districtwide protocols for health and safety.
8. Establishes and maintains a districtwide purchasing, organizational warehouse, and deployment center for personal protective equipment (PPE) and other critical items related to districtwide protocols for health and safety.
9. Develops and implements districtwide procedures for athletic testing/assessment in collaboration with the Secondary Student Athletics and Activities Department.
10. Develops and implements health and safety guidance for CCSD and public viewing, including but not limited to communicable diseases.
11. Provides direction in researching and implementing research-based best practices for student success.
12. Establishes and maintains collaboration with other agencies that provide social, health, educational, and wraparound services to students and their families.
13. Provides oversight and guidance for crisis response needs and operations for CCSD.
14. Ensures there is clear communication among divisions and departments to address health and safety matters as well as response to crisis situations.
15. Develops and implements activities with higher education officials to expand and maintain programs related to instruction and students.
16. Ensures the provision of health services to students and employees.
17. Establishes, implements, and maintains support school health office personnel and employee health concerns.
18. Works with other Teaching and Learning administrators to facilitate the integration of effective instructional and behavioral practices into all classrooms.
19. Implements a professional learning plan to provide appropriate instruction and support for all students.
20. Develops and reviews division/department policies and procedures.

21. Maintains compliance with federal, state, and local laws, as well as CCSD policies and regulations.
22. Directs the supervision and evaluation of programs and staff.
23. Supervises special schools.
24. Interacts with CCSD and Region administration, schools, parents/guardians, and community-based agencies, as appropriate, to meet the needs of students.
25. Provides support, supervision, coaching, and mentoring to a portfolio of Pre-Kindergarten–Grade UN (Pre-K–UN) principals.
26. Provides support, supervision, coaching, and mentoring to three early childhood development centers.
27. Collaborates with the Nevada Department of Education (NDE) on various matters that impact students with disabilities and Medicaid concerns.
28. Develops procedures and processes to ensure that timely and accurate information is obtained and maintained.
29. Keeps the Deputy Superintendent, Teaching and Learning, informed of needs, critical issues, and incidents of which the Clark County School District Board of Trustees and Superintendent of Schools should be made aware.
30. Reviews and approves the plans of operation for schools, including all budgets, school performance plans, and ensures their effective implementation.
31. Ensures effective selection, assignment, performance, professional learning, supervision, evaluation, retention, and discipline of all staff.
32. Ensures effective planning, oversight, and control of the expenditure of all allocated funds (CCSD, Medicaid, and Grant Funding).
33. Oversees the development and maintenance of the infrastructure to enable CCSD to bill for all Medicaid-eligible school health services; including, but not limited to, engaging with the third-party Medicaid billing agency, outside software development vendors, and a digital mental health service platform to address expanding needs of CCSD.
34. Oversees and reviews violations regarding physical, mechanical, and aversive restraints for CCSD and communicates corrective actions with the NDE.
35. Oversees and reviews mediations, due process, and state complaints for students with disabilities.
36. Oversees the CCSD budget assigned to the Division, including, but not limited to, developing and monitoring assigned budgets.
37. Ensures students receiving special education services are provided a free and appropriate public education.
38. Represents the CCSD at local, state, and national meetings.
39. Utilizes interpersonal skills; including, but not limited to, tact, patience, and courtesy.

40. Performs other duties related to the position, as assigned.

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## **Position Expectations**

1. Knowledge of effective instruction, curriculum, and instructional strategies in classrooms.
  2. Knowledge of specific laws, regulations, and practices pertaining to the education and accommodation of students with disabilities, to include the Individuals with Disabilities Education Act [(IDEA), Public Law (PL) 101-476] and Section 504 (PL 99-457) of the Rehabilitation Act of 1973; Code of Federal Regulations (CFR) Title 42 Public Health; Nevada Administrative Code (NAC); and Division of Health Care Financing and Policy Medicaid State Plan Amendment and Service Manual.
  3. Knowledge of personnel matters, school and central office operations, budget, and parent/guardian and community involvement.
  4. Knowledge of applicable laws, codes, regulations, policies, and procedures.
  5. Knowledge of CCSD needs pertaining to special education programs.
  6. Effective communication, collaborative, and interpersonal skills, including verbal and written communication skills.
  7. Excellent verbal, written, computer, and presentation skills.
  8. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and responsiveness when interacting with employees, students, parents/guardians, and community members.
  9. Success in writing, acquiring, and implementing grants for assigned departments.
  10. Effective skills in planning, organizing, and coordinating activities.
  11. Interpersonal skills using tact, patience, and courtesy.
  12. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement.
2. Employee/applicant must be able to provide their own transportation.

## Experience

1. Have previously demonstrated five (5) years of successful licensed educator experience in an accredited Kindergarten–Grade 12 (K–Grade 12) public or private school or school system; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, Have previously demonstrated at least three (3) years of successful licensed educator experience in an accredited K–Grade 12 public or private school or school system; and, currently hold a valid Nevada school administrative endorsement
2. Two (2) years of experience as a contracted administrator in an accredited K–Grade 12 public or private school or school system, or including at least two (2) years of experience as a contracted administrator related to the position.
3. Five (5) years of successful supervisory administrative experience in an accredited higher education, K–Grade 12 public or private school system, with increasing responsibility in school district leadership.
4. Successful performance in the position held at time of application.

## Preferred Qualifications

Previous experience with K–Grade 12 special education.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## Job Revision Information

- Revised: 05/28/25
- Created: 07/21/11