



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EDUCATOR LICENSURE DIRECTOR	41	A	5.204

Under administrative direction of a Superintendent or Deputy Superintendent in the Department of Education, the Educator Licensure Director is assigned to represent the department and Superintendent to local educational agencies, postsecondary institutions, and other groups and constituencies; provide statewide leadership and direction to the Educator Licensure unit; plan, organize and direct the agency to accomplish the work of the Commission on Professional Standards in Education (COPS); and administer the State's Educator Licensure and Background Programs.

Represent the department and Superintendent at meetings of school districts, educator preparation institutions, educational organizations, and other groups; prepare and deliver presentations to the Nevada Legislature, State Board of Education and other public bodies; respond to requests for information from a wide variety of groups and individuals including, but not limited to, school district administrators, COPS members, licensure applicants, legislators, media representatives, educator preparation program faculty and administrators, national education organizations, and other State Directors of Educator Licensure programs; and serve as a member of the department's leadership team.

Oversee the activities associated with the COPS, a statutorily authorized commission appointed by the Governor; facilitate meetings of the Commission; promote COPS goals and objectives and ensure Commission requirements are carried out; draft and review proposed legislation and, upon request, provide testimony before appropriate legislative committees on behalf of the COPS.

Plan, organize, coordinate and administer the activities of staff in the department's statewide offices of Educator Licensure, in conjunction with program supervisors; direct and administer training and staff development opportunities; supervise and evaluate the performance of assigned personnel; under the direction of the Superintendent or Deputy Superintendent oversee office facilities in the southern region.

Direct and administer the statewide educator licensure program on behalf of the Superintendent of Public Instruction and in accordance with Chapter 391 of Nevada Revised Statute (NRS), Nevada Administrative Code (NAC) and Federal Guidelines; review and approve or deny requests for initial licensure, renewals, and extensions; provide technical expertise to school districts, educator preparation programs, and local and State associations regarding requirements and restrictions related to specific educator licenses and endorsements to ensure educators are placed in assignments consistent with their qualifications and licensing; and interpret licensure statutes and regulations to determine eligibility of applicants who do not meet standard experience and educational background.

Direct and administer the educator licensure background process; ensure applicants and educator licensure staff comply with fingerprinting background requirements pursuant to NRS 391.033; submit applicant fingerprints to Department of Public Safety (DPS) in a timely manner for background processing; maintain secure tracking of fingerprint submissions for accountability purposes; act as department liaison with DPS, Nevada Attorney General's Office, authorized vendors and licensure applicants for all issues regarding background processing; review all criminal history reports to determine applicant eligibility for licensure; request clarification or further information from applicants as necessary to make determinations; ensure files, which are eligible for issuance, are released to licensure analysts for processing in a timely manner; send denial letters to ineligible applicants as required; when a licensee is arrested, monitor status of legal proceedings; obtain certified copies of court documents upon conviction of licensee; request the Nevada Attorney General's Office to petition for revocation

or suspension of the educator’s license pursuant to NRS 391.330; attend meetings, at which petitions will be heard, to testify on behalf of the Department of Education.

Develop and submit annual budgets for assigned programs; evaluate budget requests in relation to needs, priorities and goals of assigned programs; review and approve expenditures for technology, supplies, equipment purchases and repairs, travel and other items; prepare budget recommendations and justifications as requested.

Oversee the fiscal accounting of assigned programs to include, but not limited to, the following: daily, weekly, monthly and yearly reconciliation of funds deposited; credit card processing; chargeback and dispute monitoring; and develop and maintain accurate policies and procedures to ensure accuracy and security of all funding sources.

Ensure compliance with all educational statutes including State laws and regulations, federal program rules and guidelines, and departmental policies and procedures; interpret, apply and explain program requirements; maintain current knowledge of pertinent State budgetary, purchasing and personnel administrative regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a valid driver’s license or equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in education, education administration, business, public administration or closely related field and five years of professional level experience to include program development, implementation and evaluation; policy development; supervision of staff; and budget development or administration. This experience must include at least one year of professional experience related to educator licensure or education administration; **OR** graduation from high school or equivalent and seven years of professional experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of management and supervision; educator licensing laws and regulations including education and experience requirements, endorsements and specialty assignments; basic financial processes sufficient to develop budgets and account for expenditures. **General knowledge of:** educator preparation programs that qualify for licensure; policies and requirements for national/regional higher education accreditation related to educator preparation; State standards leading to approval of traditional and alternative routes to educator licensure preparation programs; rules and regulations related to conducting background investigations; mission and organization of the Department of Education. **Ability to:** read, comprehend and interpret administrative materials including State and federal laws, regulations, directives, manuals, trade and business publications, budgets and research reports; write grammatically correct business correspondence, comprehensive and analytical narrative and statistical reports, legislative proposals and other materials; communicate complex concepts clearly to various groups and individuals; make oral presentations to groups of various sizes; work effectively with diverse individuals and groups in the educational community; establish and maintain cooperative working relationships with others at all levels within and outside the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: departmental policies and guidelines applicable to assigned program areas; State budget and personnel administration; mission, goals and activities of the COPS. **Ability to:** provide leadership and direction to professional and administrative support staff; make final decisions regarding educator

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

eligibility for licensure and license suspension/revocation; testify before legislative bodies to present new regulations, justify budget requests and explain technical aspects of assigned program areas; plan, organize, coordinate and manage the activities of the department's statewide educator licensure offices; supervise and evaluate the performance of assigned personnel; represent the department and Superintendent at meetings with education administrators at the elementary, secondary and postsecondary school level, legislators, media representatives and the public; serve as a member of the department's leadership team; develop, implement and evaluate statewide licensure programs; prepare and control assigned budgets; administer the statewide educator licensure background program; and administer reporting requirement for licensed personnel.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.204

- ESTABLISHED: 6/20/78
- REVISED: 1/20/80
- REVISED: 7/1/91P
- 7/6/90PC
- REVISED: 12/24/97UC
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