

BRIAN SANDOVAL  
Governor

STEVE CANAVERO, Ph.D.  
Superintendent  
of Public Instruction

STATE OF NEVADA



DEPARTMENT OF EDUCATION  
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## UNCLASSIFIED JOB ANNOUNCEMENT

### Director, Office for a Safe & Respectful Learning Environment

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Superintendent of Public Instruction.

#### **AGENCY RESPONSIBILITIES:**

Among its many tasks, the Nevada Department of Education sets education policy and standards, manages assessments, ensures compliance with federal education law, licenses educators, ensures statewide program accountability, administers grants, and distributes funds to local education agencies. The State Board of Education adopts rules and regulations and the Superintendent ensures observance of Nevada's education laws. The Department embraces a vision in which all Nevadans are ready for success in the 21<sup>st</sup> Century. Our mission is to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence. Recent significant changes to Nevada law have heightened the importance of a safe and respectful learning environment, with a focus on anti-bullying and school safety initiatives.

#### **APPROXIMATE ANNUAL SALARY:**

Up to \$90,424 plus benefits. *\*Salary range reflects retirement (PERS) contributions by both the employee and employer.\* An employer paid contribution plan is also available with a reduced gross salary.*

#### **BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

#### **POSITION DESCRIPTION:**

The Director works in a team-oriented environment in which professional and administrative staff work in concert to best represent the State of Nevada. This position is team-focused and engages in problem-solving, critical thinking, and advocacy on behalf of school children throughout Nevada.

Under the general direction of the Superintendent of Public Instruction, this position is responsible for the overall operations of the Office for a Safe and Respectful Learning Environment and the Safe to Tell Program. The Director will work with other Department offices, school districts and charter schools, nonprofit service organizations, mental and behavioral health professionals, and law enforcement agencies. Additionally, the incumbent will coordinate efforts of the Safe to Tell

Program Advisory Committee, administer federal and state grants and represent the Superintendent of Public Instruction at public functions.

This position ensures compliance with policies and procedures of the Department of Education, including Nevada Revised Statutes, Nevada Administrative Code, and relevant federal laws including but not limited to the Elementary and Secondary Education Act.

Duties include:

- Developing and administering regulations, policies and procedures;
- Conducting research, recommending strategies, and developing new programs to advance the topic of school safety;
- Developing and presenting training programs as required by law;
- Participating in administrative hearings and rulemaking proceedings;
- Developing and presenting agency budgets;
- Establishing and maintaining cooperative relationships with members of education stakeholder groups and local, state, and federal government agencies;
- Building and enhancing relationship with behavioral and public health agencies and professionals, law enforcement, parental involvement organizations, and other stakeholders;
- Overseeing investigations of bullying instances and compiling necessary reports for law enforcement as needed;
- Overseeing the Safe-to-Tell program and related activities;
- Representing the Department publicly, including media and public appearances, participating in conferences, councils, associations, committees and workgroups, testifying before the Nevada Legislature, and coordinating and participating in public information campaigns;
- Representing the Superintendent on committees and at other public functions on an as-needed basis and speaking to professional bodies as required; and
- Helping define and achieve the vision, mission, goals and objectives of the Department that are performance driven and results oriented.

**TO QUALIFY:**

Candidates must possess a Bachelor's degree in education, public administration, or a related field, with at least five years of management responsibility, preferably in a public sector environment or an equivalent combination of experience and/or education. The ideal candidate will have a proven ability to prepare and work with large government budgets; to read, analyze and interpret statutes and regulations; and sufficient computer and writing skills and the ability to manage a and complex projects. Experience working with grants and with program audits/accountability is required; experience with law enforcement and mental and behavioral health is preferred. Excellent verbal and written communications skills, with the ability to interface with staff, the public, legislators, and other municipal, state and federal regulators, are also required. A graduate degree and experience with social service organizations and/or law enforcement highly desirable. Classroom and district administrative experience beneficial but not required.

**POSITION LOCATION:** Carson City, Nevada or Las Vegas, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.**

(All letters of interest and resumes will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Email to: [ghudson@admin.nv.gov](mailto:ghudson@admin.nv.gov)

or hardcopies can be mailed to:

Agency HR Services

Attn: Gennie Hudson

400 W. King Street, Ste. 406

Carson City, NV 89703

775.684-0247

**In subject line please reference: Director, SRLE**

**In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.**

*The State of Nevada is an Equal Opportunity Employer*