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Governor

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – 12/30/2022

Chief Strategy Officer, Nevada Department of Education

RECRUITMENT OPEN TO:

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

AGENCY RESPONSIBILITIES:

The Nevada Department of Education (NDE or “Department”) is an executive state agency that works to provide comprehensive pre-K-12 programs and supports. NDE develops and implements education policy, conducts educator licensure, and supports students, families, schools, educators, and districts via programmatic and technical supports. This work supports our mission to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.

APPROXIMATE ANNUAL SALARY:

Up to \$105,951 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 also available.

POSITION DESCRIPTION:

This position reports to the Superintendent of Public Instruction and oversees the day-to-day operations for the Department, as well as a range of P-20 (pre-K-higher education) initiatives and external partnerships.

This position functions as the Chief Strategy Officer for the Department and senior advisor to the Superintendent. The Chief Strategy Officer works directly with the Superintendent on the leadership and direction of strategic initiatives and is responsible for managing the Office of the Superintendent and serving as the Superintendent’s liaison to key stakeholders.

The Chief Strategy Officer's operational oversight includes, but is not limited to:

- Leading long-range planning and coordinating initiatives across the Department to break down silos and ensure all relevant program areas and stakeholders are engaged and timelines met;
- Managing day-to-day Department operations including reviewing all external communications, triaging incoming requests, and responding to emerging issues;
- Coordinating the Executive Team and Cabinet to implement the Superintendent's vision, delegating projects to the appropriate offices, and providing leadership and support that enables the Deputies to focus on their oversight of programs and policy;
- Ensuring consistency and alignment across the Department's strategies, communications, and processes;
- Identifying opportunities for improvement, articulating needs, and implementing holistic solutions across functional areas of the Department to enhance customer service and meet modern demands;
- Ensuring responsiveness to and appropriate engagement of the State Board of Education;
- Working with the Education Programs Supervisor to oversee and implement the Department's response to COVID-19;
- Attending meetings and events as the Superintendent's designee as needed; and
- Other duties as assigned.

The Chief Strategy Officer leads programs related to stakeholder engagement and strengthening Nevada's P-20 education pipeline, including but not limited to:

- Building partnerships with institutions of higher education to improve access and equity of opportunity; and
- Expanding collaborations with higher education institutions to recruit and retain a high-quality, diverse teacher workforce and address teacher shortage areas.

The Chief Strategy Officer also supports the Superintendent's efforts to expand the Department's partnerships, including but not limited to:

- Ensuring stakeholder engagement across the Department's program areas, task forces, and councils and that the right partners have been considered, consulted, and included appropriately in policy development and implementation;
- Overseeing the Public Information Office, providing a strategic view of how to communicate the Department's work to parents and families across the State and continue to leverage the capacity of the Advisory Council;
- Supporting the Superintendent's role on the Governor's cabinet and cross-agency partnerships; and
- Developing and maintaining partnerships with business, philanthropy, and other community stakeholders in support of the Department's mission.

TO QUALIFY:

Candidates must possess a Master's degree in education, public administration, or other related field and 5-7 years of progressive experience in senior management at a state education agency or similar public organization. Prior experience working in state government is preferred. Candidates must have superior communication, organizational, and leadership skills.

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

TO APPLY:

Please submit a resume, letter of interest, and three professional references via the following links:

Internal Applicants Link:

Las Vegas - <https://hcm20.ns2cloud.com/sf/jobreq?jobId=16004&company=SONHCM20>

Carson City - <https://hcm20.ns2cloud.com/sf/jobreq?jobId=16179&company=SONHCM20>

External Applicants Link:

Las Vegas - <https://nv.jobs2web.com/job-invite/16004/>

Carson City - <https://nv.jobs2web.com/job-invite/16179/>

Questions may be directed to:

Beca Williams – rebecca.williams@doe.nv.gov

In the subject line, please reference: **Chief Strategy Officer Position.**

All letters of interest and resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time during the recruitment process.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.