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Governor

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**STATE OF NEVADA**  
**DEPARTMENT OF EDUCATION**  
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**UNCLASSIFIED JOB ANNOUNCEMENT**  
Posted – October 11, 2024

**EDUCATION PROGRAMS DIRECTOR**

**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:**

The Nevada Department of Education (“NDE” or “Department”) leads and collaborates with Nevada's 17 school districts and the State Public Charter School Authority to advance educational equity Statewide. With offices in Carson City and Las Vegas, NDE oversees all pre-K-12 education in the State with the mission of improving student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence. Under the leadership of the [State Board of Education](#) and the [Superintendent of Public Instruction](#), NDE impacts the achievement of nearly half a million children and 30,000 educators.

**APPROXIMATE ANNUAL SALARY:**

Up to \$124,068.00. \*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, 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are also available.

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

**POSITION DESCRIPTION:**

This position reports to Deputy Christy McGill and the Superintendent of Public Instruction. The OSRLE is dedicated to fostering a safe and respectful learning environment for all individuals, regardless of differing characteristics. We oversee various initiatives and grant projects that promote student health, wellness, safety, and a positive school climate.

**Key Responsibilities:**

- Leadership & Management:
  - Supervise a diverse team of professionals, providing guidance, support, and oversight.

- Foster a collaborative culture within the office and with external partners.
- Compliance:
  - Ensure adherence to all federal and state laws and regulations relevant to the office's initiatives.
  - Stay informed about changes in legislation that may impact the office.
- Budget Management:
  - Develop, manage, and allocate the office budget effectively to support ongoing and new initiatives.
  - Monitor expenditures and ensure financial accountability.
- Program Oversight:
  - Lead multiple grant projects focused on student health and wellness, school safety, and social-emotional learning.
  - Implement and promote Progressive Discipline and Restorative Practices within schools.
  - Oversee the Multi-Tiered System of Supports framework to enhance school climate.
- Collaboration & Communication:
  - Build strong partnerships with educational stakeholders, including schools, community organizations, and government agencies.
  - Communicate effectively with diverse audiences to promote initiatives and gather feedback.
- Data-Driven Decision Making:
  - Utilize data to assess program effectiveness and drive continuous improvement.
  - Ensure that evaluations are conducted to measure the impact of initiatives on student outcomes.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Doctorate degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or related field and one year of professional experience in an educational program area, which included experience in at least one of the following areas: leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms; **OR** Master's degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or related field and two years of professional experience as described above.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of current issues and best practices in educational programs; data analysis necessary to evaluate success and trends of the program area; chart, graph, and table formatting to produce reports; computer applications used for email, spreadsheets, word processing, and databases. General knowledge of education systems, procedures, and methods; federal laws and regulations pertaining to education and the assigned program area(s). Ability to: analyze and summarize data; analyze information, problems, and situations to define the problem, formulate logical and objective conclusions, and recognize alternatives and their implications; arrive jointly or independently at decisions, conclusions, or solutions; compile research and information gained from interest groups into written and oral presentations that provide direction for the development of goals and objectives of the program; disseminate information logically and clearly; find, identify, and understand rigorous research and data from leading and credible education organizations/institutions to inform program work and school improvement; write State guidance documents and memos to communicate federal and State education laws, requirements and expectations; create and deliver accurate presentations with relevant information, data, and research; establish and

maintain cooperative working relationships with coworkers and project staff in the school districts, the university system, and other organizations, agencies, and the public; facilitate group discussion of identification of issues, concerns, questions, and proposed solutions; interpret information such as federal laws, regulations, and other documents; meet established deadlines with quality products; plan and organize workshops and in-service activities that make the best use of time for participants; prepare and present a variety of oral and written reports as needed; present to small or large groups to provide information, coordinate discussion, and motivate others to action; write concise, logical, and understandable grammatically correct letters, memoranda, reports, minutes, handbooks, directions, technical reports, plans, guidelines, instructions and compliance finding reports.

**TO APPLY:**

**All applicants who meet the minimum qualifications may apply by submitting a resume, letter of interest, three professional references, and respond in writing to the following questions:**

1. Describe your grant management experience, including your role, the grant objectives, budget, and outcomes. What strategies did you use to ensure successful grant administration?
2. Describe a time when you had to make a tough financial decision that impacted programs or services you oversaw. What factors did you consider, what was the outcome, and what did you learn?
3. The OSRLE staff has identified empathy, respect, and honesty as the top three personal qualities we'd like to see reflected in a Director. Please provide specific examples of how you have embodied these qualities in your previous roles and how you would apply them to address challenges and foster a positive work environment.

**Please submit all four required documents to: [christina.lufrano@doe.nv.gov](mailto:christina.lufrano@doe.nv.gov).**

**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.)

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.*