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UNCLASSIFIED JOB ANNOUNCEMENT
Posted – 9/22/2022

**Deputy Superintendent of Instructional, Research, and Evaluative
Services, Nevada Department of Education**

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) 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 with the mission to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.

APPROXIMATE ANNUAL SALARY:

Up to \$122,187 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 unclassified position reports to the Superintendent of Public Instruction. Under the general direction of the Superintendent, the Deputy Superintendent of Instructional, Research, and Evaluative Services will be responsible for the management and oversight of Department Support Services, District Support Services (including audit, school/grant funding and reporting), Division Compliance, and Pupil-Centered Funding. The Deputy provides oversight for the State Pupil-Centered Funding Plan and federal and state categorical funding. This position ensures compliance with state laws, regulations, and rules pertaining to contracts, personnel, accounts payable/receivable, and payroll. The position supervises the administrative and operational activities of staff in Carson City and Las Vegas, and helps to ensure the fiscal and operational success of the Department through the following tasks:

- Developing and monitoring multi-year budgets, including projections, fiscal notes, and reporting;
- Establishing procedures sufficient to assure compliance with financial laws, regulations, and requirements, and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices;
- Advising the Superintendent and others who manage grants or other funds about how to maximize use of the resources available to them;
- Making projections of financial impacts of decisions made, both locally and at the State and National levels, on the operations of the State and local districts;
- Engaging in multi-year financial planning for the operating budget and assisting in preparation of multi-year facilities plans;
- Developing and administering regulations, policies, and procedures;
- Directing the administration of programs to fund and audit school districts, charter schools, and subrecipients;
- Conducting research, recommending strategies, and developing new programs to advance the financial and operational accountability of districts and schools;
- Participating in administrative hearings and rulemaking proceedings;
- Establishing and maintaining a cooperative relationship with agencies of local, state, and federal government;
- Representing the Department publicly, including via 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.

The Deputy Superintendent of Instructional, Research, and Evaluative Services 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.

TO QUALIFY:

Candidates must possess a Bachelor's degree, Master's degree preferred, 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; possess sufficient computer and writing skills; and manage a large staff and complex projects. An understanding of federal and state laws pertaining to education finance and a thorough knowledge of accounting and financial reporting are required. Experience working with grants and program audits/accountability is required; experience with data systems and information technology preferred. Excellent verbal and written communications skills, with the ability to interface with staff, licensees, the public, legislators, and other municipal, state, and federal regulators are also required.

POSITION LOCATION: Carson City, Nevada or Las Vegas, Nevada, depending on the candidate.

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

All applications will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT APPLICATION/DIRECT INQUIRIES TO:

Please submit a resume, letter of interest, and three professional references at:

Internal Applicants Link:

<https://hcm20.ns2cloud.com/sf/jobreq?jobId=13843&company=SONHCM20>

External Applicants Link:

<https://nv.jobs2web.com/job-invite/13843/>

Questions may be directed to:

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

In the subject line, please reference: **Deputy Superintendent of Instructional, Research, and Evaluative Services Position.**

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.