



STATE PUBLIC CHARTER SCHOOL AUTHORITY

1749 North Stewart Street Suite 40  
Carson City, Nevada 89706-2543  
(775) 687-9174 · Fax (775) 687-9113

2080 East Flamingo Road Suite 230  
Las Vegas, Nevada 89119-5164  
(702) 486-8895 · Fax (702) 486-5543

**Unclassified Job Announcement**

**January 27, 2022**

**DIRECTOR OF SCHOOL SUPPORT**

**RECRUTIMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A full-time, unclassified position located in the State Public Charter School Authority in Carson City or Las Vegas, Nevada.

The State Public Charter School Authority (SPCSA) is seeking qualified individuals for interest in filling the Director of School Support within the agency. The Director of School Support reports to the Executive Director and is responsible for overseeing the quality and compliance of federal program implementation at sponsored charter schools.

**ABOUT THE SPCSA:** Created in 2011, the SPCSA is a statewide charter school authorizer and is responsible for oversight and monitoring of sponsored schools to ensure positive academic outcomes for students and strong stewardship of public funds. The SPCSA's work is anchored around a vision of equitable access to diverse, innovative, and high-quality public schools for every Nevada student. Currently, the SPCSA oversees 70 charter school campuses across five counties which combine to serve approximately 55,000 students statewide.

**THE POSITION:** Although this position's official title is Deputy Director, this position serves as the Director of School Support and leads the SPCSA's School Support Team which is responsible for ensuring that sponsored charter schools are effectively implementing federal programs to meet the needs of their students and school communities and complying with program requirements. Current programs overseen by the School Support Team include but are not limited to the Individuals with Disabilities Education Act (IDEA); Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A; and Project AWARE.

The Director of School Support is responsible for:

- Overseeing the delivery of effective training and technical assistance regarding federal programs to sponsored charter schools;

- Overseeing the development of policies and guidance regarding federal programs in order to ensure that schools have a comprehensive and accurate understanding of key program requirements;
- Developing and implementing annual sub-recipient risk-based programmatic grant monitoring, including desktop monitoring and on-site monitoring – in coordination with the SPCSA’s Finance and Operations team, which is responsible for administrative and fiscal oversight of state and federal grants;
- Developing systems and structures to ensure comprehensive and reliable records and documentation regarding compliance monitoring;
- Effectively managing a team of approximately six team members to ensure a positive and productive work environment as well as individual development; and
- Serving as a member of the SPCSA’s leadership team including effectively coordinating with other team leads to forward the agency’s efforts in meeting strategic goals.
- Facilitating and enabling cross-team collaboration to ensure alignment and coordination between the School Support Team and other SPCSA teams with the aim of helping the agency to be effective and efficient.

## **THE IDEAL CANDIDATE:**

### **Experience**

- Has a Master’s Degree in education, public administration, or other related field.
- Has 5-7 years of professional experience in education, including school-based, district-level, or state-level leadership.
- Has experience implementing or overseeing state or federal programs such as special education, Title I, Title III, Title IV or other similar programs.

### **Characteristics**

- Demonstrates a strong commitment to educational equity and the SPCSA’s mission and vision.
- Has a track record of effective leadership and success in meeting strategic goals.
- Establishes clear, high expectations, and constantly seeks personal and team growth and improvement.
- Promotes transparency and open communications.
- Acts consistently with strong morals and ethics.
- Is highly professional, well-organized, self-motivated, punctual, and prompt.

### **Skills and Abilities**

- Has ability to build and improve upon systems and processes that will support efficient and effective work across team members.
- Demonstrates ability to research, analyze and interpret state and federal laws, regulations, and guidance.
- Demonstrates strong oral and written communication skills.
- Effectively builds and maintains relationships with colleagues and external stakeholders.
- Has skills in coaching, mentoring, and developing employees.

- Demonstrates ability to effectively use Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook.

#### **POSITION DETAILS:**

- **Exempt Status:** This is an unclassified, at-will position that reports to and serves at the pleasure of the Executive Director of the SPCSA.
- **Salary:** The annual salary reflecting retirement contributions by both the employee and the employer is up to \$98,809.00 (\$86,014.00 for employer only contribution). The salary is at the discretion of the Executive Director and will be based on a wide array of factors such as a candidate's experience, skills, and education.
- **Benefits:** The state benefits package includes enrollment into the Public Employees' Retirement System ([www.nvpers.org](http://www.nvpers.org)), a choice of health insurance plans ([www.pebp.state.nv.us](http://www.pebp.state.nv.us)), eleven paid holidays, paid sick leave, and paid annual leave after required waiting period. Other optional benefits are also available including a deferred compensation program.
- **Location:** The position will be located in Carson City or Las Vegas based on the selected applicant.
- **Travel:** Travel up to 25% is required, mostly throughout Nevada but limited trips out of state will also be required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and is a condition of continuing employment.
- **Background check:** Employment is contingent upon successful State of Nevada/FBI fingerprint-based criminal history check. The selected applicant will be responsible for the costs of the fingerprinting and criminal history search.

#### **APPLICATION SUBMISSION:**

Interested applicants must submit their cover letter, resume, and list of three professional references to:

Rebecca Feiden  
State Public Charter School Authority  
2080 East Flamingo Road, Suite 230  
Las Vegas, NV 89119  
Email: [Rebecca.Feiden@spsca.nv.gov](mailto:Rebecca.Feiden@spsca.nv.gov)  
Phone: (775) 546-3021  
Reference: Director of School Support Recruitment

**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 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.*