

STEVE SISOLAK
Governor
JONATHAN P. MOORE, ED.D.
*Acting Superintendent
of Public Instruction*

STATE OF NEVADA



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**THE NEVADA DEPARTMENT OF EDUCATION
SUPERINTENDENT OF PUBLIC INSTRUCTION**
Posted February 19, 2019
Open Until March 1, 2019

The State of Nevada is seeking highly qualified candidates for the position of Superintendent of Public Instruction. Qualified applicants should submit information **by 5:00 p.m. on March 1, 2019**. Full details on how to apply are included below. The Superintendent serves at the pleasure of the Governor and is the educational leader of the system of K-12 public education in the State of Nevada.

Minimum Qualifications Required by Statute:

- Has attained the age of 21 years at the time of appointment.
- Possesses the knowledge and ability to carry out the duties required by all Nevada statutes and regulations governing K-12 public education.

Additional Desired Qualifications:

- Experience in the classroom.
- Experience working with English language learners.
- Experience working with large budgets, education funding formulas and Federal grants.
- Experience with significant positive outcomes as a leader in education administration.
- Strongly committed to improving academic outcomes for all students.
- Has successfully met the challenges of leading a large organization dedicated to ambitious goals, high standards and continuous improvement.
- Demonstrates an ability to articulate a clear vision of quality education with documented evidence of consistent, positive results.
- Understands and appreciates Nevada's institutions, culture, diversity, and political and educational leadership.
- Understands and appreciates the national educational landscape and has national connections that will allow Nevada to maintain its national presence.
- Possesses a proven record of implementing programs that address the achievement gap and underperforming schools while focusing on the needs of all students.
- Demonstrates an ability to inspire, motivate and build consensus among high impact decision makers such as legislative, business, community, parents and school leaders.

- Be well informed about standards-based education, technology-driven programs and successful education reform efforts in Nevada and throughout the nation.
- Inspires trust, possesses self-confidence and models high standards of integrity.
- Possesses excellent communication skills and will effectively establish dialogue with all stakeholder groups.
- Is a “team player” who inspires others by example.
- Creates an atmosphere of trust and mutual respect, open channels of communication and shared decision-making.
- Demonstrates the ability to partner with state education associations through collaboration of policies, regulations, proposed legislation, and the implementation of new laws that affect public schools.
- Ability to identify, develop and support highly effective human assets within organizations.

Pursuant to NRS 385.175, the Superintendent of Public Instruction shall:

- Execute, direct or supervise all administrative, technical and procedural activities for the Department of Education in accordance with policies prescribed by the State Board of Education.
- Employ personnel for the positions approved by the State Board and necessary for the efficient operation of the Department.
- Organize the Department in a manner which will assure efficient operation and service.
- Maintain liaison and coordinate activities with other State agencies performing educational functions.
- Enforce the observance of Title 34 of the Nevada Revised Statutes and all other statutes and regulations governing K-12 public education.
- Request a plan of corrective action from the board of trustees of a school district or the governing body of a charter school if the Superintendent of Public Instruction determines that the school district or charter school, or any other entity which provides education to a pupil with a disability for a school district or charter school, has not complied with a requirement of Title 34 or any other statute or regulation governing K-12 public education.
- Perform such other duties as are prescribed by law.

Other Responsibilities:

- Serves as a member of the Governor’s Cabinet.
- Coordination with relevant Federal, State, local and private entities as necessary to accomplish the mission of the Department of Education.

Benefits:

The State of Nevada provides excellent benefits to employees, which include:

- Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>
- Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred account. More information is available at: <http://defcomp.nv.gov/>
- Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and maximum 120 hours of annual sick leave. More information is available at: <http://hr.nv.gov/>

- Health Plan – Nevada offers multiple health insurance options to meet the varied health care needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available at: <https://pebp.state.nv.us/>
- Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long-term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>
- Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>
- Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>
- An employer paid retirement compensation schedule is also available at a reduced gross salary.
- Nevada has no personal income tax.

Position Location:

Carson City or Las Vegas, Nevada. Statewide travel will be required; may also require travel to other states within the United States.

Approximate Annual Salary:

Up to \$139,591 plus benefits and legislatively-authorized annual increases. Salary range reflects retirement (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

Selection Process:

The selection process is conducted under Nevada’s Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. Successful applicants will be invited to Carson City for an interview at their own expense. A list of three names will be provided by the State of Nevada Board of Education for appointment to be made by the Governor. Please note: the State of Nevada Board of Education may call a meeting to review applications at any time. A follow up meeting for interviews would take place shortly after application review. We will provide notice to applicants as soon as possible however that notice may only be a few days.

A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.

Please note: in accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the State of Nevada Board of Education will be held in an open public meeting.

Pursuant to NRS 385.150 the Superintendent of Public Instruction of the Department of Education must be appointed by the Governor from a list of three candidates submitted by the Nevada State Board of Education.

Documents submitted should be ADA compliant. In the event that your submissions need remediation you may be contacted for a Word version of your submittal.

How to Apply:

Send cover letter and curriculum vitae (including professional experience, teaching or research experience, publications, presentations, awards, honors, and affiliations) to:

Agency HR Services

Attn: Gennie Hudson, Personnel Officer

agencyhr@admin.nv.gov

In the subject line, please reference: Last Name/Superintendent/How you heard about this position

or mail to:

400 W. King St., Ste. 406

Carson City, NV 89703

Ph. (775) 684-0247

Fax (775) 687-1150

Applications will be accepted through **5:00 p.m. on March 1, 2019**. Eligible applicants will be invited to interview with the State Board of Education on a date to be determined, in order for the Board to provide the Governor a list of three candidates for his review.

The State of Nevada is an Equal Opportunity Employer.

Please visit <http://www.doe.nv.gov/> for more information about the department.