

This document is provided for historical context only. It outlines the process that was used during the 2019 Superintendent search and is neither the final nor proposed version for the current Board process.

DRAFT JOB POSTING FOR SUPERINTENDENT OF PUBLIC INSTRUCTION

The State of Nevada is seeking highly qualified candidates to interview for the position of Superintendent of Public Instruction. Qualified applicants should submit information to the Office of the Governor by [TIME] on [DATE]. Full details on how to apply are below.

The Superintendent serves at the pleasure of the Governor and is the educational leader for the system of K-12 public education in the State of Nevada.

NRS 385.160 Qualifications. To be eligible to the Office of Superintendent of Public Instruction, a person shall:

1. Have attained the age of 21 years at the time of his or her appointment; and
2. Possess the knowledge and ability to carry out the duties required by this title and all other statutes and regulations governing K-12 public education. [Part 2:108:1866; A [1953, 711](#); [1955, 459](#)] + [16:32:1956]—(NRS A [1957, 73](#); [2011, 2303](#); [2013, 2631](#))

Qualifications:

1. Must be at least 21 years of age at the time of appointment.
2. Demonstrates comprehensive knowledge and ability to execute duties in accordance with all Nevada statutes and regulations governing K-12 public education.
3. Has direct classroom experience.
4. Experienced in working with English language learners.
5. Skilled in managing large budgets, education funding formulas, and Federal grants.
6. Committed to education reform with a student-first approach.
7. Proven success in leading large organizations toward ambitious goals, high standards, and continuous improvement.
8. Capable of articulating a clear vision for quality education, backed by documented, positive outcomes.
9. Possesses deep understanding and appreciation for Nevada's institutions, culture, and political and educational landscape.
10. Demonstrates a record of successful implementation of programs targeting achievement gaps and underperforming schools, while meeting the needs of all students.
11. Able to inspire, motivate, and build consensus among key decision-makers, including legislators, business leaders, community stakeholders, parents, and school leaders.
12. Well-versed in standards-based education, technology-driven programs, and successful education reforms in Nevada and across the nation.
13. Inspires trust, demonstrates self-confidence, and upholds high standards of integrity.

14. Exceptional communication skills, capable of fostering effective dialogue with diverse stakeholder groups.
15. A collaborative team player who leads by example.
16. Cultivates a culture of trust, mutual respect, open communication, and shared decision-making.
17. Skilled at partnering with state education associations to collaboratively develop policies, regulations, proposed legislation, and the implementation of laws impacting public schools.

According to [NRS 385.175](#), the Superintendent of Public Instruction shall:

1. Execute, direct or supervise all administrative, technical and procedural activities of the Department in accordance with policies prescribed by the State Board.
2. Employ personnel for the positions approved by the State Board and necessary for the efficient operation of the Department.
3. Organize the Department in a manner which will assure efficient operation and service.
4. Maintain liaison and coordinate activities with other state agencies performing educational functions.
5. Enforce the observance of this title and all other statutes and regulations governing K-12 public education.
6. 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 this title or any other statute or regulation governing K-12 public education. The plan of corrective action must provide a timeline approved by the Superintendent of Public Instruction for compliance with the statute or regulation.
7. Report to the State Board on a regular basis the data on the discipline of pupils and trends in the data on the discipline of pupils collected pursuant to [NRS 385A.840](#).
8. Develop a strategic plan for the recruitment of teachers and other licensed educational personnel which includes, without limitation:
 - a. A strategy to decrease the processing times of applications for licensure pursuant to [chapter 391](#) of NRS.
 - b. (A plan to provide for the translation of academic transcripts which are in a language other than English of applicants for licensure pursuant to [chapter 391](#) of NRS. The Department shall post the process for the translation of academic transcripts on its Internet website.
9. Perform such other duties as are prescribed by law.

Other Responsibilities:

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

How to Apply:

Submit the following application materials to the Office of the Governor by COB on [DATE] via email, mail, or fax:

Email: nhaag@gov.nv.gov

Mail: 101 N Carson St, Carson City, NV 89701

Fax: 775.684.5683

Required Documents:

1. Cover Letter – Include a statement of interest and salary requirements.
2. Curriculum Vitae – Detail your professional experience, teaching or research background, publications, presentations, awards, honors, and affiliations.

Historical Context Only

[YEAR] Nevada Superintendent Search Timeline

[DATE OR MONTH]

Board meeting to discuss and approve the characteristics and job description for the new superintendent, finalize and approve the selection timeline, and identify key constituent groups for input.

[DATE OR MONTH]

The position is posted on the Nevada State website and distributed to education publications via a press release. The application submission process begins.

[DATE OR MONTH]

Public input meetings are conducted by State Board of Education members within their districts in a town hall-style format. Public input opportunities are also made available via social media (Facebook and Twitter).

[DATE OR MONTH]

Board meeting to review public and stakeholder input.

[DATE OR MONTH]

The application submission process closes. The Governor's Office and the Department of Personnel conduct candidate qualifications reviews and background checks.

[DATE OR MONTH]

Board meeting to continue gathering public input and review the community input summary. The State Board will schedule monthly meetings as needed throughout the selection process.

[DATE OR MONTH]

Board meeting: The Governor's Office and the Department of Personnel submit the names of six qualified candidates to the State Board of Education. The Board will create and approve the interview schedule and develop interview questions.

A press release will be issued with the names of the potential candidates. During this time, each State Board member may conduct independent research on the candidates.

[DATE OR MONTH]

The Board will conduct a two-day public meet-and-greet and interview process with the six candidates, three candidates per day. Interviews will be held in Las Vegas with video conferencing available in Carson City.

[DATE OR MONTH]

Board meeting to review the candidates and submit three finalist names to the Governor.

[DATE OR MONTH]

The Governor announces the selection of the new State Superintendent.

Historical Context Only