

Coordinator III, Change of School Assignment

Position Details

Reference Code: A046

Division: College, Career, Equity, and School Choice Unit

Classification: Professional Technical and/or Licensed Administrator

Terms of Employment: Step 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for supporting the overall management of student enrollment as it pertains to the Change of School Assignment (COSA) process. The individual selected for this position will be directly responsible to the Director III, College and Career Readiness and School Choice Division, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish and maintain relationships with staff at schools, departments, and relevant community agencies.
2. Collaborate with Demographics, Zoning, and GIS staff to determine seat availability as it relates to the COSA process.
3. Design, present, facilitate, and coordinate COSA professional learning activities for all relevant stakeholders.
4. Prepare communications to provide consistent and clear information regarding the COSA process for all relevant stakeholders.

5. Develop project management plans to ensure successful implementation and monitoring of the COSA process.
 6. Manage, monitor, and implement the application and lottery process in coordination with the Magnet Schools Department.
 7. Coordinate the development and implementation of effective COSA processes between all schools and relevant departments within the District.
 8. Conduct periodic compliance monitoring of student enrollment at schools.
 9. Monitors the assigned budget.
 10. Interpret and analyze federal and state laws and District policies and regulations as they pertain to questions about the release, reporting, and use of student information.
 11. Maintain a variety of reports and files related to assigned activities.
 12. Coordinate community events and workshops regarding the COSA process.
 13. Attend and monitor Clark County School District Board of School Trustees, State Board of Education, and relevant committees related to the COSA process.
 14. Perform other duties related to the position, as required/assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Proficient in the use of Microsoft Excel, Microsoft Word, G-Suite, Infinite Campus, and familiarity with lottery and application systems.
 3. Knowledge of District policy and regulations.
 4. Experience in communicating clearly, both orally and in writing.
 5. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
 6. Knowledge and ability to project plan, aligning and managing activities toward execution of identified goals.
 7. Must be customer-oriented using tact, patience, and courtesy.
 8. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
 9. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
 10. Strong analytical, reasoning, and critical thinking skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree and license and certificate requirement or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
 2. Knowledge and/or experience in student enrollment processes and procedures.
 3. Demonstrated experience in data analysis and program evaluation.
- OR-**
4. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
 5. Knowledge and/or experience in student enrollment processes and procedures.
 6. Demonstrated experience in data analysis and program evaluation.

Preferred Qualifications

1. Currently hold a bachelor's degree or higher from an accredited college or university.
2. Demonstrated experience in project management.
3. Demonstrated experience supporting schools and departments.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 02/28/22
- Created: 02/28/22