

# Coordinator III – Equity and Diversity Education

## Position Details

Job Code: U7402

Reference Code: A319

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

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to coordinate Equity and Diversity Education (EDE) programs and services, districtwide in-services, and other components of the Equity and Diversity Education Department. This position is responsible to the Director, Equity and Diversity Education Department, College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Promote the Clark County School District's cultural diversity initiatives and department goals.
2. Assist educators in creating culturally supportive and inclusive learning environments that hold high expectations for the academic achievement of all students.
3. Conduct districtwide and school-based diversity trainings.
4. Assist the District and schools in resolving diverse educational issues affecting educators, students, parents/guardians, and the community.

5. Conduct searches of current research on equity, diversity, and multicultural educational principles and professional trends.
  6. Provide technical assistance in the review and integration of culturally diverse materials and resources to support the curriculum within the school and classroom programs.
  7. Collaborate on the implementation of the Title II grant, budget, and program components.
  8. Prepare and revise reports, publications, and other resources, as required.
  9. Plan and facilitate assigned projects.
  10. Work collaboratively with various District departments and community organizations.
  11. Select, train, and evaluate the performance of assigned staff.
  12. Perform other duties related to the position, as assigned.
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## Position Expectations

1. Positive interpersonal skills in working with supervisors, other adults, parents/guardians, and students.
  2. Effective oral and written communication 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 and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement.

### Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, if applicable.
2. A valid driver's license or state-issued identification card.

### 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. Previous experience in equity, diversity, and/or multicultural education.

**OR**

3. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
4. Previous experience in equity, diversity, and/or multicultural education.

### **Preferred Qualifications**

1. Previous training/presentation experience.
2. Facilitated and served as a liaison in the development and presentations of conferences, workshops, institutes, and other educational programs in collaboration with institutions of higher learning and professional organizations designed to enhance cultural appreciation and diversity programming for educators, students, and the community.
3. Established partnerships with community-based organizations that support equity, diversity, and multicultural programs designed to support students, parents/guardians, and other community groups.
4. Secondary site-based administrative experience.

**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: 03/22/23
- Created: 11/12/08