

Coordinator IV, Magnet Schools

Position Details

Job Code: U7403

Reference Code: A574

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

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as a responsible administrator for providing leadership, supervision, and direction in all aspects of the magnet school program for improving student access and achievement. This person will support schools in developing a quality magnet and college-level coursework programming, which includes the curriculum, instruction, program development, implementation of training, and authorization/reauthorization of specialized magnet programs. The individual in this position represents the Clark County School District at the local, state, and national level. This position is directly responsible to the Director, School Choice and Magnet Schools, College and Career Readiness and School Choice Department, 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. Directs planning and development of districtwide magnet schools programs.
2. Provides magnet school services to regions and schools through professional learning planning and delivering training to administrators, teachers, parents/guardians, and the community.

3. Conducts districtwide parent information meetings to provide guidance in the selection of magnet programs.
 4. Coordinates magnet school/program activities such as magnet fairs, recruitment fairs, and open houses.
 5. Plans, develops, and provides professional learning and educational programming support for magnet schools and programs.
 6. Plans and organizes individual, school, and District-level International Baccalaureate (IB)-approved and college-level coursework trainings for teachers and administrators.
 7. Ensures that all requirements established by the IB concerning program and procedures are met.
 8. Plans, organizes, and provides unique and specialized curriculum and educational approaches for magnet schools.
 9. Serves as the liaison to community groups and public agencies and represents the District in matters related to magnet schools at the local, state, and national levels.
 10. Maintains communication through phone calls and written correspondence.
 11. Develops and monitors assigned budgets and grant funds.
 12. Completes and/or reviews paperwork for District, state, and grant purposes.
 13. Collaborates on grant writing teams, manages grant projects, and assists with data collection.
 14. Directs, coordinates, supervises, and evaluates the work of assigned staff.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. High-level of self-confidence, initiative, self-direction, and motivation.
 2. High-level skills in planning, organizing, and coordinating job-related tasks.
 3. Experience in program management.
 4. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, students, peers, and others.
 5. Excellent verbal, written, and presentation skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

Have previously demonstrated at least five (5) years of successful teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement (**or**) have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.

Preferred Qualifications

1. Knowledge and training in the IB Program.
2. Previous or current experience working in a magnet school.

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: 05/02/23
- Created: 12/12/06