

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – K-12 LITERACY

Reference Code: A409

Division: Curriculum and Professional Development

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide curriculum and instructional leadership in the areas of curriculum development, professional development, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to K-12 Literacy. This position is directly responsible to the Director, Literacy K-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Establish and maintain administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, and other state and federal agencies.
2. Collaborate with area superintendents and/or designee(s) to accomplish both area and Clark County School District goals.
3. Gather, evaluate, and disseminate research based practices in curriculum, instruction, and assessment; understand curricular ramifications of No Child Left Behind (NCLB) and state legislative mandates.
4. Interpret District policy and procedures related to K-12 literacy for parents, teachers, administrators, and other interested groups.
5. Collaborate with other administrators and project facilitators to provide support for Clark County School District K-12 literacy initiatives.
6. Develop and coordinate K-12 literacy professional development activities for teachers, parents, and administrators in each area.
7. Facilitate the selection and supervision of teacher task forces for K-12 literacy curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
8. Coordinate development and implementation of effective K-12 literacy instructional programs in alignment with District goals.
9. Provide leadership in the development, implementation, and oversight for K-12 literacy programs within the areas.
10. Articulate effective K-12 literacy curriculum, programs, and research to teachers, administrators, parents, and community members.
11. Seek grant opportunities to support K-12 literacy education; administer and implement existing grants.
12. Serve as liaison to community groups and public agencies and represent the District in matters related to K-12 literacy at the local, state, and national levels, as appropriate.
13. Develop and monitor assigned budget.
14. Facilitate the implementation of reading intervention materials.
15. Supervise and evaluate the performance of assigned staff.
16. Perform other duties related to the position, as assigned.

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, peers, and others.
5. Excellent verbal, written, and presentation skills.

POSITION REQUIREMENTS:

Education and Training:

1. An earned master's degree from an accredited college or university.
2. An earned bachelor's degree from an accredited college or university in English language arts or education.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
2. Present or previous successful experience in a K-12 literacy teacher leadership position.
3. Training and experience with K-12 literacy programs.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.