

Coordinator IV, New Teacher Induction: Professional Learning and Mentoring

Position Details

Job Code: U7403

Reference Code: A950

Division/Unit: Leadership and Professional Learning

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership in the area of new teacher induction, professional learning, and mentoring with a specific focus on teacher retention and student achievement. Responsibilities include coordination of activities for all aspects of, new teacher induction, professional learning, and mentoring for the Clark County School District. This position reports directly to the Director, Employee Onboarding and Development (EOD), Leadership and Professional Learning Division (LPLD), Academic Unit.

Essential Duties and Responsibilities

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

1. Design, coordinate, supervise, and facilitate multi-modal, districtwide professional learning and mentoring activities for all new teachers with specific focus on building strong classroom culture and engaging academics to increase teacher

- retention, promote teacher effectiveness, and positively impact student achievement.
2. Provide timely and sustained new teacher support aligned to the Nevada Educator Performance Framework (NEPF) which includes differentiated induction for beginning and experienced new teachers with further customization for elementary and secondary content areas.
 3. Provide extensive data analysis and planning related to the development, implementation, evaluation, and modification of districtwide new teacher induction professional learning and mentoring.
 4. Advise and provide leadership in the identification and development of research-based new teacher induction professional learning and mentoring programs for districtwide implementation.
 5. Coordinate and supervise highly-specialized work of design teams and cadres to develop effective new teacher induction professional learning and mentoring support and resources customized for beginning and experienced new teachers.
 6. Ensure new teacher induction professional learning and mentoring activities advance opportunities for equitable outcomes, opportunities, and distribution of resources while promoting new teacher well-being.
 7. Establish and coordinate an effective system for communicating the new teacher induction program to all internal and external stakeholders.
 8. Collaborate with various internal and external stakeholders to accomplish District, division, and department goals.
 9. Develop and monitor related budgets, as assigned.
 10. Train, supervise and evaluate the performance of assigned staff.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Strong facilitation and presentation skills.
2. Ability to direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
3. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
4. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.

5. An understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
 6. Ability in planning, scheduling, and allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes and accepting responsibility for actions and consequences.
 7. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions. Knowledge of District-sponsored technology platforms (i.e., Canvas, Google, Enterprise Learning Management System [ELMS], Human Capital Management System [HCM], etc.)
 8. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the District.
 9. Monitors state and national issues and trends related to new teacher induction and teacher retention.
 10. Maintains articulation and alignment of new teacher professional learning with departments/divisions, as well as, as local, state, and national professional organizations.
 11. Builds and fosters relationships with District partners and associations.
 12. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
 13. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 14. Ability and desire to establish positive relationships with persons regardless of 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, with an active commitment to equal opportunity for all students and staff.
 15. Ability to represent the District in the community through business partnerships and activities.
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Position Requirements

Education and Training

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

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 at least 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 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 the appropriate valid Nevada administrative endorsement.
2. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.
3. Successful performance in position held at time of application.

Preferred Qualifications

None specified.

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: 08/09/22
- Created: 12/30/11