

Coordinator IV, Psychological Services

Position Details

Job Code: U7403

Reference Code: A181

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position serves to assist in the coordination, planning, organization, implementation, and evaluation of psychological services and will serve as a consultant to administrators within the Student Services Division (SSD). The person selected for this position will support the Director of Psychological Services, SSD.

Essential Duties and Responsibilities

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

1. Assists in the planning, organizing, and coordinating of Clark County School District (CCSD) programs for psychological services.
2. Assists in planning and implementing staff meetings involving psychologists.
3. Plans and provides orientation for school psychologists new to CCSD and department.
4. Acts as a consultant to school psychologists and members of the Special Education Teams in designated regions.
5. Participates with school administrators and community groups in planning psycho-educational services for children.

6. Demonstrates a working knowledge of the Nevada Administrative Code (NAC), and SSD procedures, as prescribed.
 7. Provides formative and summative supervision and evaluation with school psychologists.
 8. Actively supports implementation of CCSD's Response to Instruction (RTI) Framework including department initiatives associated with school-based RTI Teams, monitoring disproportionality in special education, school-wide positive behavioral interventions and supports (PBIS), use of curriculum-based measures for monitoring student progress, and use of RTI Assessment Procedures for students with suspected learning disabilities, as requested.
 9. Performs other duties related to the position, as assigned.
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Position Expectations

1. Develop and demonstrate a thorough working knowledge of special education procedures, programs, and laws.
 2. Develop and demonstrate a thorough working knowledge of federal, state, and local mandates (Individual with Disabilities Education Act (IDEA), Public Law (PL) 108-446; NAC; Section 504 of the Rehabilitation Act, etc.).
 3. Ability to work with diverse groups and to gain the cooperation of people.
 4. Demonstrate a working knowledge of CCSD's special education policies and procedures.
 5. Exhibit personal appearance and manner appropriate to the profession.
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Position Requirements

Education and Training

An earned master's degree and/or educational specialist degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada K-12 Program Administrator endorsement and school psychologist license, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful experience as a licensed school psychologist in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada program administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful experience as a licensed school psychologist in an accredited K-12 public or private school; and, currently hold a valid Nevada program administrative endorsement.
2. Experience in working with parents/guardians, school and administrative personnel, and representatives of community organizations, or agencies.
3. Possess organizational ability and effective communication skills.
4. Successful performance in the position held at the time of application.
5. Ability to successfully complete a writing sample at the time of interview.

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

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: 12/08/23
- Created: 11/15/08