

# Coordinator IV, Linking Assessment and Instruction for Independence (LINKS) Autism Family and School Support

## Position Details

Job Code: U7403

Reference Code: B052

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 is responsible to develop, implement, refine, and report program evaluation and assessment activities for grant-funded programs, including parent/guardian training and school support programs. This position is directly responsible to the Director II, LINKS Team, Student Services Division (SSD).

---

## Essential Duties and Responsibilities

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

1. Coordinates, oversees, and monitors implementation of research-based education models for parents/guardians-families of students with autism spectrum disorder.

2. Serves in a problem-solving capacity to address parent/guardian and personnel concerns related to the program.
  3. Conducts needs assessments to develop an appropriate action course for students and families.
  4. Plans, organizes, and coordinates districtwide professional learning activities for identified needs to improve support to students with autism.
  5. Supervises and evaluates the performance of assigned staff.
  6. Provides assistance to schools with technical issues related to behavior management techniques, developing positive behavioral supports, data collection, and demonstration teaching to improve support to students with autism.
  7. Serves as liaison with other departments and divisions, communicating regularly to ensure maximum efficiency in delivery of services to schools.
  8. Performs other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Demonstrates a thorough working knowledge of federal, state, and local mandates (i.e., Individual with Disabilities Education Act (IDEA), Public Law (PL) 108-446; Nevada Administrative Code (NAC); Section 504 of the Rehabilitation Act).
  2. Develop and demonstrate a thorough working knowledge of special education procedures, programs, and laws.
  3. Ability to work collaboratively with diverse groups of various stakeholders including, colleagues, parents/guardians, school and District administrators, and representatives of state/community organizations or agencies.
  4. Possess strong organizational ability, adhere to deadlines, work under pressure, prioritize tasks.
  5. Demonstrates understanding, sensitivity, and inclusive and equitable practices while working with individuals with disabilities in our diverse, multicultural community.
  6. Ability to communicate behavior intervention systems implementation and necessary variables to various stakeholders, both orally and in writing.
  7. Ability to direct and participate in data collection and analysis, as well as the preparation and maintenance of a variety of reports, records, and files.
  8. Demonstrate computer/technological competency for the demands of the job.
-

## Position Requirements

An earned master's degree or Educational Specialist Degree from an accredited college or university in related services, special education, and/or Educational Leadership and Administration in a related field providing services to students with disabilities.

## Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada school and/or program administrative endorsement, as appropriate.
2. Possess a degree or endorsement in special education.

## Experience

1. Have previously demonstrated at least five (5) years of successful experience as a licensed related services provider, special education teacher, or in a related field providing services to students with disabilities, 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 or program administrative endorsement **(or)** have previously demonstrated at least three (3) years of successful experience as a licensed related services provider, special education teacher, or in a related field providing services to students with disabilities, in an accredited K-12 public or private school and currently hold a valid Nevada school or program administrative endorsement.
2. Working knowledge and experience with Applied Behavior Analysis (ABA) intervention strategies.
3. Knowledge and experience with positive behavioral supports.

## Preferred Qualifications

1. Teaching and/or administrative experience in education.
2. Experience with implementing and/or supporting Inclusive Practices.
3. Proficiency in database, spreadsheet, and word processing software.
4. Knowledge of basic needs assessment strategies.
5. Possess basic analysis skills.

**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: 04/18/22
- Created: 09/09/20