

# Project Facilitator, College and Career Readiness

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

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## Position Summary

The individual selected for this licensed position will coordinate and provide specialized support for teachers and administrators for innovative K–12 College and Career readiness initiatives within the College, Career, Equity and School Choice Unit (CCESCU). The Clark County School District (CCSD) No Limits Project is an initiative to increase the number of students who enroll in and successfully complete Advanced Placement (AP) mathematics courses, such as AP Calculus and AP Statistics. Completing AP Calculus in high school opens the gate for these students to enter the fields of Science, Technology, Engineering, and Mathematics (STEM) beginning in middle school. The person selected for this position will participate in the No Limits Project and implement STEM TOPICS into daily instruction, appropriate educational curriculum based on the Nevada Academic Content Standards (NVACS) and the course syllabi. The teacher will be expected to adhere to the District Professional Domains and Standards for Licensed Employees and will report directly to the AP Office, in the Career and Technical Education (CTE) Department, CCESCU.

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## Essential Duties and Responsibilities

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

1. Administers appropriate District curriculum which is aligned with the Nevada Academic Content Standards (NVACS) for mathematics.

2. Promotes equity and access in rigorous courses of study and supports all initiatives of the No Limit Project.
  3. Creates and maintains a positive, orderly, and academically focused learning condition in the instructional environment.
  4. Develops and implements the components of an effective mathematics lesson for instruction and the standards for mathematical practice.
  5. Develops a classroom climate that promotes positive learning conditions.
  6. Works professionally with administrators, staff, parents, and community.
  7. Plans, develops, and provides professional development in the areas of mathematics curricula, instruction, and program support for administrators, teachers, and site teams regarding current research on best practices and essential methodologies.
  8. Conveys information about the mathematics curriculum and No Limits program to teachers, administrators, parents, and community members.
  9. Collaborates with other District staff to ensure K-12 program alignment.
  10. Collaborates with a variety of divisions, departments, and institutions to provide teachers with strategies that lead to improved student achievement.
  11. Monitors program implementation and analyzes results regarding student achievement/success.
  12. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Create and maintain an educational atmosphere that encourages effective student learning and supports school and District programs and goals.
2. Possess a working knowledge of, and capable of developing an extensive knowledge of, the NVACS.
3. Possess a basic knowledge of, and capable of developing a thorough working knowledge of the District's K-12 curriculum.
4. Effective communication, collaboration, and interpersonal skills.
5. Effective skills in planning, organizing, and coordinating activities.
6. Develop and maintain curriculum in coordination with Regional Professional Development Program (RPDP).
7. Administer appropriate before or after school tutoring for the No Limits Project.
8. Participate in the summer program to prepare students for the No Limits Project for the upcoming school year.
9. Maintain and improve professional competence by participating in Weekly Professional Learning
10. Community/Professional Development for the No Limits Project.

11. Work cooperatively with students, parents, peers, administration, and community members.
  12. Guide the learning process toward achievement of curriculum goals and the No Limits Project.
  13. Establish and communicate clear objectives for all lessons, units, and projects.
  14. Employ a variety of instructional techniques and strategies aligned with instructional objectives in order to meet the needs of all students.
  15. Demonstrate the ability to communicate effectively with diverse audiences.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. A minimum of five (5) years teaching experience in mathematics.
3. Successful implementation of or in-depth support of mathematics programs.
4. Experience with research-based instructional strategies for increased student achievement.

### **Licenses and Certifications**

Must possess or be able to acquire by time of appointment to the position an elementary or secondary teaching license issued by the Nevada Department of Education (NDE) and have attained Highly Qualified Teacher Status.

### **Preferred Qualifications**

1. Successful experience in teaching the mathematics content and utilizing the standards for mathematical practice.
2. Training in mathematics coursework and methodologies.
3. Training and experience in the area of a secondary mathematics content and pedagogy beyond that required as part of undergraduate work at the college/university level.
4. Evidence of participation in ongoing professional development to extend personal knowledge.
5. Demonstrated experience in team leadership.
6. Knowledge and successful experience working with diverse student populations.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 04/21/21
- Created: 05/20/19