



Project Facilitator, K-12 Health and Physical Education – Curriculum and Instruction

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this position will coordinate and provide specialized support for teachers and administrators in health and physical education. In addition, the individual will plan, develop, and provide professional learning in the areas of health and physical education curricula, instruction, and program support. The project facilitator will collaborate with local, regional, and state organizations, businesses, and institutions of higher education as well as Clark County School District divisions and departments including, but not limited to: the Human Resources Division (HRD); English Language learner Department (ELLD); Student Services Division (SSD); and Food Service Department, to promote consistency in professional development activities in addressing District goals, initiatives, and objectives. The individual selected for this position is responsible to the Director of K-12 Science, Health, and Physical Education, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Plans and develops new and/or revised curricula for health and physical education.
 2. Assists the Coordinator of Health, Physical Education, and Driver Education in the selection of teacher task forces and works with those task forces to create new and/or revised curricula, pacing of the curricula, and assessments.
 3. Plans, prepares, and facilitates professional learning activities to support teachers with the implementation of health and physical education curricula. Collaborates with a variety of divisions, departments, and institutions to provide teachers with resources that lead to improved student achievement.
 4. Communicates, collects data, and provides summary reports to the Coordinator of K-12 Health, Physical Education, and Driver Education.
 5. Assists in assessing the effectiveness of assigned activities and in planning future projects.
 6. Provides support for all site-based and central office requests.
 7. Collaborate with state and local agencies promoting health and wellness.
 8. Maintain appropriate documentation of all project activities.
 9. Perform other related duties related to the position, as required.
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Position Expectations

1. Thorough knowledge of the K-12 Health and Physical Education Nevada Academic Content Standards (NVACS).
 2. Thorough knowledge of the Nevada Educator Performance Framework (NEPF).
 3. Effective presentation and workshop facilitation skills.
 4. Effective communication (oral and written), collaboration, and interpersonal skills.
 5. Effective skills in planning, organizing, and coordinating activities.
 6. Effective skills in preparing, organizing, and presenting professional learning activities.
 7. Willingness to maintain a flexible work schedule in order to conform to project needs (may include evenings, Saturdays, and summers).
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Position Requirements

Education and Training

1. Bachelor's degree from an accredited college or university.
2. Five (5) or more years of contracted teaching experience in health education and/or physical education.
3. Knowledge of and successful experience working with diverse student populations.

Licenses and Certifications

Must possess, or be able to acquire by time of appointment to the position, a Nevada Educational License issued by the Nevada Department of Education (NDE).

Preferred Qualifications

1. Successful experience in leading professional learning sessions for teachers and administrators in the area of health and/or physical education.
2. Coursework and experience in the area of health and/or physical education beyond that required as part of undergraduate work at the college/university level.
3. Experience teaching health at the middle or high school level.
4. Training in leadership, workshop facilitation, and presentation skills for adult learners.
5. Knowledge and successful experience working with diverse student populations.
6. Experience in the effective implementation of instructional technology in and beyond the health and/or physical education classroom.
7. Ability to work under pressure and meet deadlines.

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: 03/16/21
- Created: 09/18/09