



Project Facilitator, Secondary Music, Dance, and Theatre (SMDT)

Position Details

Division: Human Resources

Classification: Certified

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

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this licensed position will coordinate and provide specialized support for teachers and administrators for innovative 6-12 music, dance, and theatre initiatives within the Curriculum and Professional Development Division (CPDD). In addition, the project facilitator will plan, develop, and provide professional development in the areas of core curricula, instruction, and program support for administrators, teachers, and site teams regarding current research on best practices and Advanced Placement (AP) essential methodologies. The project facilitator will work collaboratively with teachers and administrators throughout the Clark County School District to support consistency among professional development opportunities focused on the implementation of professional learning communities with a focus on new teacher mentoring. The project facilitator will work with community partners to plan and execute programs and projects. Responsibilities include implementing research-based practices and professional development that increase student access and equity in rigorous coursework. This position will report to the Director of Humanities, CPDD. Curriculum, Instruction, and Assessment Unit (CIAU).

Essential Duties and Responsibilities

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

1. Designs and implements professional development for site administrators, teachers, and site teams; facilitates site team participation in District, national, and/or regional training opportunities.
 2. Provides assistance to teachers and administrators regarding effective resources, research, and best practices in support of identified District goals with an emphasis on mentoring new teachers and retaining quality teachers.
 3. Plans, prepares, and facilitates professional development activities to support classroom teachers with the implementation of new and/or revised curricula focusing on improving student achievement.
 4. Provides technical content specific on-site assistance to administrators and teachers through scheduled site visitations and meetings.
 5. Conveys information about the Secondary Music, Dance, and Theatre curriculum and programs to teachers, administrators, parents, and community members.
 6. Collaborates with other CPDD staff to ensure K-12 program alignment.
 7. Collaborates with a variety of divisions, departments, and institutions to provide teachers with strategies that lead to improved student achievement.
 8. Assists with student assessment and enrichment events.
 9. Promotes equity and access in rigorous courses of study.
 10. Provides support for all site-based and central office requests.
 11. Monitors program implementation and analyzes results regarding student achievement, enrichment, and success.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Possess a working knowledge of, and capable of developing an extensive knowledge of the Nevada Academic Content Standards in music, dance, and theatre.
 2. Possess a basic knowledge of, and capable of developing a thorough working knowledge of the District's 6-12 curriculums.
 3. Effective presentation and workshop facilitation skills.
 4. Effective communication, collaboration, mentoring, and interpersonal skills.
 5. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Five (5) or more years of secondary teaching experience.
3. Successful implementation of a quality secondary music, dance, or theatre program in the CCSD.
4. Experience with mentoring.

Licenses and Certifications

Possess a valid license issued by the Nevada Department of Education in at least one of the following: music, dance, dramatic/theatrical arts, or visual arts.

Preferred Qualifications

1. Successful experience in leading professional development for teachers and administrators.
2. Training and experience in the area of a secondary core content and pedagogy beyond that is required as part of undergraduate work at the college/university level.
3. Evidence of participation in ongoing professional development to extend personal knowledge.
4. Demonstrated experience in team leadership.
5. 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: 02/26/20
- Created: 04/02/18