

Coordinator IV, Guidance and Counseling Services

Position Details

Job Code: U7403

Reference Code: A572

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: Step 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide supervision and direction in all aspects related to the K-12 Guidance and Counseling Program for the Clark County School District, will implement secondary curriculum to ensure standards for consistent course titles/numbers, and will assist school personnel with providing accurate course history data for secondary students. The person selected for this position is directly responsible to the Director, Guidance and Counseling, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Organize and facilitate professional learning workshops for registrars, counselors, and administrators, and act as a liaison among counselors, administrators, parents/guardians, and the community.
2. Provide necessary professional learning and coordinates the resources for secondary registrars for the Governor Guinn Millennium Scholarship Program. Assist registrars with transcribing out-of-district transcripts.

3. Maintain the master secondary Infinite Campus course files districtwide by creating course numbers and state identification (ID) numbers for new courses approved through the Curriculum Commission as related to the Nevada System of Higher Education.
 4. Revise and update school communications such as the Secondary Course ID Directory, the Counselor and Registrar Manual, and the Moving on Transitional Planning Guides.
 5. Provide leadership for the transition of adopted District and/or state regulations and policies into the student information system (SIS).
 6. Serve as a resource person for secondary schools on the procedural application of the SIS. Represent schools as users of the student information system with Central Information Services (CIS), HelpDesk, and Trainers.
 7. Research impact of policy and regulation changes to school curriculum to include annual District initiatives achieved through the offering of appropriate curriculum.
 8. Provide schools with curriculum and guidance language for course catalogs. Review secondary school curriculum and course catalogs.
 9. Facilitate secondary schools' online registration for students and parents/guardians to assist schools with post-secondary planning for students.
 10. Assist secondary schools with building and utilizing a master schedule.
 11. Maintain online, web-based Educational Plan to provide students with academic planning options for course taking patterns.
 12. Serve as the leader, moderator, and controller of the online districtwide counseling conference.
 13. Collect and manage districtwide data regarding post-secondary reports and College Board information for the Clark County School District Board of Trustees, Cabinet, principals, and CCESCU administrators.
 14. Monitor state and national issues and trends related to school counseling emphasizing the American School Counselor Association (ACSA) National Model by highlighting the Academic, Career, and Personal and Social Domains. Work collaboratively with schools to implement the Annual Guaranteed Level of Service.
 15. Establish and maintain effective communication with administrators related to District, state, and national initiatives.
 16. Monitor assigned budgets.
 17. Assist in transitioning to the new SIS.
 18. Develop new program and function effectively with District and community personnel.
 19. Perform other duties related to the position, as assigned.
-

Position Expectations

1. Thorough knowledge of secondary curriculum.
 2. Thorough knowledge of the District's SIS.
 3. Thorough knowledge of community resources and available District instructional and credit retrieval programs.
 4. Thorough knowledge of the secondary curriculum and District instructional policies and regulations, including District regulation 5127.
 5. Ability to work under pressure and to meet deadlines.
 6. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 7. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 8. Demonstrated ability to interact positively with school personnel, parents/guardians, and students.
 9. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports, as requested.
 10. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.
 11. Demonstrated use of organization and communication skills.
-

Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Experience in utilizing computers and technology effectively in the performance of assigned duties and responsibilities related to Infinite Campus.

3. Successful experience building and implementing secondary master schedules.
4. Successful experience in working with curriculum administrators, secondary registrars, and counselors.
5. Demonstrated experience in designing, facilitating, and evaluating professional learning.
6. Successful performance in the position held at time of application.

Preferred Qualifications

1. Experience in successfully implementing a comprehensive guidance and counseling program.
2. Effective communication, collaborative, and interpersonal skills.
3. Effective skills in planning, organizing, and coordinating activities.
4. Excellent verbal, written, and presentation skills.
5. Experience in overseeing grants.
6. Knowledge and understanding of District policies, regulations, procedures, and standards.
7. Knowledge and understanding of state educational requirements and legal implications.
8. Experience in instructional planning at the school or District-level.
9. Possess a strong curriculum background.
10. Demonstrated experience in team leadership.

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: 04/14/22
- Created: 12/08/08