

# Coordinator IV, K-12 Computer Science

## Position Details

Job Code: U7402

Reference Code: A047

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide instructional leadership in the areas of curriculum development, professional learning, and program development to administrators and teachers regarding best practices, effective instructional strategies, Nevada Academic Content Standards (NVACS), and educational research related to K-12 Computer Science and Integrated Technology. This position is directly responsible to the Director II, Humanities Department, Curriculum and Instruction Division (CID), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides instructional leadership, coordination, and specialized support for K-12 computer science teachers and administrators in curriculum development, professional learning opportunities, instruction, research, and program development.
2. Establishes and maintains relationships with administrators at elementary schools, middle schools, high schools, charter schools, colleges/universities,

- state and federal agencies, and informal education entities related to the implementation of computer science curriculum and instructional programs.
3. Communicates with and provides support to school-based staff including licensed personnel and site administrators as well as region superintendents, school associate superintendents, and central administrators.
  4. Plans, prepares, and conducts K-12 computer science professional learning opportunities for teachers, parents/guardians, administrators, and other audiences, as required.
  5. Plans, develops, and coordinates implementation of new and/or revised curriculum documents and resources for all non-CTE computer science courses.
  6. Plans, organizes, and coordinates Clark County School District (CCSD) programs for curriculum and instruction related to K–12 computer science.
  7. Seeks grant opportunities to support computer science education, administer, and implement existing grants and their related budgets.
  8. Monitors and plans expenditures within the assigned budget.
  9. Conducts site observations of new teachers and teachers in need of improvement in collaboration with the site administration to develop a plan for improvement and provide personalized professional learning.
  10. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers.
  11. Facilitates the selection and supervision of teacher task forces for K-12 computer science programs for the curriculum development and revision process, for textbook and instructional materials selection, and for professional learning.
  - ~~12.~~ Gathers, evaluates, and disseminates research-based best practices in standards, curriculum, instruction, and assessment.
  13. Gathers, analyzes and evaluates the effectiveness of K–12 computer science curriculum and professional learning.
  14. Organizes and conducts K-12 computer science professional learning for teachers, parents/guardians, and administrators.
  15. Develops and updates curriculum documents for the Curriculum Commission including site-specific course development, and provides input and monitoring of K-12 computer science content.
  16. Participates in performance management program evaluation and data analysis related to content area programs and projects.
  17. Provides content area support to central administration including the Academic Unit, Purchasing, the Human Resources Division (HRD), The Public Education Foundation (PEF), The Clark County School District Board of Trustees, and CID.
  18. Interprets CCSD policy and procedures related to computer science for parents/guardians, teachers, administrators, and other interested groups.

19. Assists with data collection of grant writing/monitoring.
20. Leads and coordinates the textbook adoption process for K-12 computer science.
21. Leads, organizes, recruits, and selects teacher task forces to create grade-level expectations for computer science students.
22. Develops resources for parents/guardians, and students, including videos and documents aligned to the Nevada Academic Content Standards (NVACS) for K–12 computer science.
23. Provides direct advice and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding computer science grades, curriculum, programs, and professional learning opportunities.
24. Gathers data and analyzes and evaluates the effectiveness of K–12 computer science curriculum and professional learning.
25. Supervises preparation of curriculum documents and instructional materials, as assigned.
26. Collaborates with computer science teachers and administrators to ensure program alignment.
27. Manages multiple projects and responsibilities simultaneously and prioritizes accordingly.
28. Monitors and plans expenditures within the assigned budget.
29. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators outside of the contracted work hours on a regular basis, including weekends and evenings.
30. Participates in site visits to schools to review Tier I instructional programs.
31. Articulates effective K–12 computer science curriculum, programs, and research to teachers, administrators, parents/guardians, and community members.
32. Works effectively with administrators and classroom teachers at schools to assist in effective K–12 computer science instruction and programming.
33. Collaborates with leadership teams, CCSD departments, and local/national agencies to support region/school computer science initiatives.
34. Serves as a liaison to community groups and public agencies, representing CCSD in matters related to computer science programs at the local, state, and national levels.
35. Supervises and evaluates the performance of assigned staff.
36. Assists schools with program design and implementation practices to positively impact K–12 computer science instruction.
37. Trains and supports administrators, teachers, and other school staff to align computer science instruction to NVACS for computer science and the Nevada Educator Performance Framework (NEPF).

38. Promotes the use of emerging technologies to enhance teacher content knowledge and pedagogy for a diverse student population.
  39. Performs other tasks related to the position, as assigned.
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## Position Expectations

1. Knowledge of adopted Tier I instructional materials for computer science.
2. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC).
3. Knowledge of and ability to conduct effective professional learning related to K-12 Computer Science.
4. Knowledge of CCSD budgetary processes.
5. Knowledge of Federal Education law such as Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
6. Knowledge of legalities associated with personnel management and supervision.
7. Knowledge of project planning, management, and evaluation theory and practices.
8. Knowledge and successful experience working with diverse adult and student populations.
9. Knowledge of best practices and current research curriculum and educational issues along with meeting the needs of English Language Learners (ELL) and Special Education students.
10. Knowledge of CCSD or school-level instructional planning and curricular design.
11. Knowledge of CCSD policies and regulations.
12. Knowledge of national, state, and CCSD accountability initiatives related to student achievement.
13. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
14. Knowledge of negotiated contracts for all employee groups.
15. Knowledge of CCSD organizational structure and related personnel.
16. Knowledge of cultural diversity within the community as it relates to CCSD's affirmative action goals.
17. Detailed knowledge of NVACS for computer science.
18. High level of self-confidence, initiative, self-direction, and motivation.
19. Willingness to maintain a flexible work schedule that conforms to project needs including evening and weekend events.
20. Effective communication, collaboration, and interpersonal skills.
21. Effective skills in planning, organizing, and coordinating projects.

22. Excellent verbal, written, and presentational skills.
  23. Experience with delivering instruction-using technology.
  24. Demonstrated successful ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
  25. Ability to exercise diplomacy, sound judgment, leadership, problem-solving, and accountability.
  26. Ability to work cooperatively with other departments within CCSD and with other agencies, at the university, state, and national level.
  27. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
  28. Ability to write, analyze, and edit curriculum documents and resources.
  29. Ability to communicate technical information effectively to non-technical audiences.
  30. Ability to work under pressure and meet deadlines.
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## **Position Requirements**

### **Education and Training**

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

### **Licenses and Certifications**

1. Must possess or be able to acquire by the time of appointment to the position a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

### **Experience**

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience related to K-12 Computer Science 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 endorsement; or,
2. Have previously demonstrated at least three (3) years of successful licensed teaching experience related to Computer Science in an accredited K-12 public or private school, and currently hold a valid Nevada school administrative endorsement.
3. Evidence of successful teaching experience in computer science or related field.
4. Experience conducting professional learning related to K-12 computer science.
5. Demonstrated experience in curriculum design and professional learning.
6. Demonstrated experience in team leadership.

7. Demonstrated experience in instructional planning at the school or district-level.
8. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. Member of K-12 Computer Science Standards Writing Team.
2. Coursework in advanced Computer Science.
3. Successful experience in leading professional learning session for teachers and administrators in K-12 computer science.
4. Strong curriculum background and experience with instructional planning and leadership at a school or at school district-level.
5. Detailed knowledge of effective curriculum development and instructional practice/strategies pertaining to K-12 computer science.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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### **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: 12/07/23
- Created: 03/23/21