

Coordinator IV, K-12 Digital Learning and Curriculum Technology

Position Details

Job Code: U7403

Reference Code: A414

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions as the instructional leader for innovative digital learning, curriculum resources, and operations within the Curriculum and Instruction Division (CID). Responsibilities include setting and maintaining standards/processes for curricular tools and applications. This position is directly responsible to the Director, Online and Blended Learning (OBL), CID, Academic Unit.

Essential Duties and Responsibilities

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

1. Plan, organize, and coordinate districtwide programs for curriculum and instruction.
2. Monitor and report on curriculum delivered within charter schools.
3. Assist with the implementation of the curricular and instructional components of the Elements of Quality, K-12.

4. Establish an effective system for communicating programs throughout Clark County School District regions and divisions and state-wide agencies.
 5. Provide input to the Director, K-12 OBL, for evaluation of instructional delivery tools by user groups and facilitate the standardization of selected tools for the District.
 6. Coordinate on-going support and professional learning with other departments relative to implementation of curricular and instructional issues.
 7. Plan and facilitate Curriculum Commission meetings.
 8. Lead the development and management of web-based applications such as Curriculum Engine and Wiki Teacher.
 9. Monitor State Board of Education and Academic Standards Council meetings for issues related to curriculum.
 10. Develop project management plans for various curricular projects in the department.
 11. Develop and implement ongoing professional learning for regions, teachers, and administrators.
 12. Develop, monitor, and revise departmental forms, as needed.
 13. Facilitate grant activities, as assigned.
 14. Coordinate school-site implementation of web-based curriculum resources such as Curriculum Engine, Wiki Teacher, and other District approved digital learning applications.
 15. Supervision and evaluation of assigned staff.
 16. Perform other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Effective skills in planning, organizing, and coordinating activities.
 3. Excellent verbal, written, and presentation skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university with an educational emphasis in mathematics, science, or related field.

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 experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Successful performance in the position held at time of application.

Preferred Qualifications

1. Ability to work under pressure and to meet deadlines.
2. Demonstrated experience in team leadership.
3. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
4. Experience with instructional planning at a school or District-level.
5. Develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
6. Strong curriculum background.
7. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.

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: 07/21/22
- Created: 02/28/16