



# Coordinator IV, Fiscal Accountability, Program Analysis, and Professional Learning

## Position Details

Job Code: U7403

Reference Code: A494

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 serves as an instructional leader for coordinating, managing, and analyzing division professional growth plan programs, providing quality assurance regarding professional growth plan reporting, and project management and maintaining compliance with state curricular standards. Responsibilities include management of division budgets and analysis of division programs. This position provides support to the Assistant Superintendent in the management of Clark County School District initiatives and implementation of strategies to develop and support high-quality teachers. The person selected for this position is directly responsible to the Assistant Superintendent, Curriculum and Instruction (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. Coordinates, manages, and analyzes division professional learning plan programs.
  2. Utilizes data to inform division implementation of professional learning plan programs.
  3. Provides quality assurance regarding division data and professional learning plan program reporting.
  4. Collaborates with District partners to ensure effective implementation of professional learning plans and curricular programs.
  5. Facilitates grant activities and special projects.
  6. Develops and maintains project plans for curricular projects and initiatives including curriculum commission.
  7. Assists CID administrators in resolving issues and concerns.
  8. Assists with the implementation of the CID mission and commitments.
  9. Coordinates, supervises, and evaluates assigned staff.
  10. Prepares and presents reports.
  11. Assists with special projects and analysis and implementation of division programs.
  12. Develops and updates handbooks and other documents.
  13. Serves on various committees to resolve various District issues.
  14. Works with various divisions to resolve issues regarding District policies and regulations.
  15. Compiles, reviews, and prepares educational research/statistical information, as requested.
  16. Develops and facilitates comprehensive programs for schools including the program audits of CCSD-sponsored charter schools.
  17. Explains complex educational and curricular issues in an understandable manner.
  18. Manages assigned budgets.
  19. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to work under pressure and to meet deadlines.
2. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
3. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
4. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.

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## Position Requirements

### Education and Training

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

### Licenses and Certifications

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

### Experience

1. Have previously demonstrated at least 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 to the position, a 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. Educational emphasis and experience in Curriculum and Instruction or related field.
3. Demonstrated experience in curriculum design and development.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.

### Preferred Qualifications

1. Effective communication, collaborative, and interpersonal skills.
2. Effective skills in planning, organizing, and coordinating activities.
3. Excellent verbal, written, and presentation skills.
4. Experience in overseeing grants.
5. Knowledge and understanding of District policies, regulations, procedures, and standards.
6. Knowledge and understanding of state educational requirements and legal implications.
7. Experience in instructional planning at the school or District-level.
8. Demonstrated knowledge of current District curricular initiatives.
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: 08/01/22
- Created: 04/25/16