

Coordinator IV, Leadership Development

Position Details

Job Code: U7403

Reference Code: A410

Division/Unit: Leadership and Professional Learning Division

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position provides support in the Leadership Department within the Leadership and Professional Learning Division (LPLD). The scope and responsibilities of this position include implementing specific aspects of professional learning for aspiring administrators through executive-level administration. Additionally, this position will support pathway alignment of teacher leaders, new administrators, and executive leaders. This position is directly responsible to the Director III, Leadership: Principals and Executive-Level Administration in the LPLD, Academic Unit.

Essential Duties and Responsibilities

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

1. Assists in the oversight of LPLD preparation programs, including facilitating training and evaluating participant learning.
2. Serves as the Canvas coordinator for the LPLD preparation and induction programs to include creating, reviewing, and monitoring courses for effective course design aligned to the Professional Learning Standards.

3. Coordinates resources to support the mentoring programs for newly appointed student success coordinators, assistant principals, and principals.
 4. Monitors, contextualizes, and communicates state and national issues and trends related to school leadership and instruction.
 5. Manages and monitors assigned budgets.
 6. Collaborates with the Grants Development and Administration (GDA) Department and the Academic Unit in managing grant funding to support professional learning.
 7. Builds effective and efficient systems to elevate the impact of professional learning to advance student achievement.
 8. Designs, synthesizes, and analyzes quantitative and qualitative data to continuously improve and strengthen content of all department programs.
 9. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Possess a strong knowledge of effective instruction including the Nevada Educator Performance Framework (NEPF); the supervision and evaluation of educators; alignment of curriculum, instruction, and assessment; lesson planning and data analysis.
 2. Model Clark County School District (CCSD) Leadership Expectations and Core Values.
 3. Demonstrate effective collaboration and interpersonal skills.
 4. Possess a strong attention to detail and quality.
 5. Demonstrate effectiveness in using CCSD-endorsed technology to enhance professional learning and manage departmental functions (Canvas, Google, Enterprise Learning Management System (ELMS), Human Capital Management System (HCM), etc.).
 6. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.
 7. Demonstrate an ability to multitask, manage multiple projects, and work under pressure to meet deadlines.
 8. Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university related to the field of education.

Licenses and Certifications

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

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 the time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Completed at least two (2) years of successful supervisory experience related to the administrative position.
3. Experience and expertise in public speaking and conducting large group presentations.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Site-based administrative experience is strongly preferred.
2. Successful completion of CCSD's Aspiring School Administrator Program (ASAP) and Aspiring School Principal Program (ASPP).
3. Experience working with adults to improve instructional practices.
4. Experience using school/Districtwide data to inform decisions.
5. Passion for researching innovative trends in education.

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, 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: 02/13/24
- Created: 06/21/23