

Coordinator IV, Special Education Instructional Coordinator

Position Details

Job Code: U7403

Reference Code: A175

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position will provide instructional support and technical assistance to principals, teachers, parents/guardians, and appropriate administrators in all areas of special education programs related to identified students with disabilities. The person selected for this position is directly responsible to the Director II, K-12 Special Education, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Serves in the capacity of instructional leader.
2. Collaborates across divisions to ensure high-quality support to schools with a focus on student access to and engagement with Tier I instruction.
3. Engages in data-decision making.
4. Serves as special education specialist on designated Individual Education Program (IEP) committees to advise in such areas as legal issues, program development, and procedural safeguards, as directed.
5. Serves in a problem-solving capacity to school personnel and parents/guardians.

6. Assists administrators, teachers, and support professionals in the implementation of federal, state, and local mandates in special education.
 7. Assists with scheduling and programming of the special education resource rooms, special programs classes, and special schools and special education facilitator placement.
 8. Collaborates within SSD and other divisions to plan, organize, and coordinate identified professional learning.
 9. Assists with planning, organization, implementation, and evaluation of districtwide special education program development.
 10. Upon request, assists schools and/or individual teachers with positive behavioral supports, inclusive practices, assessments, and instruction and/or behavioral needs of students, and/or teaching techniques for students with disabilities.
 11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Thorough working knowledge of Multi-tiered Systems of Support (MTSS), Response to Instruction (RTI), and special education evaluation procedures.
2. Understanding of Adverse Childhood Experiences and trauma and the impact on learning.
3. Knowledge of Individual with Disabilities Education Act (IDEA) (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
4. Clear understanding of special education services, the continuum of services, and unit programming options.
5. Knowledge of Nevada Academic Content Standards (NVACS) and Connectors, high-quality Tier I instruction, and vertical alignment.
6. Provide high-quality support to schools which includes identification and implementation of appropriate accommodations to assist students with disabilities in accessing Tier I instruction, identification of appropriate curricular modifications, identifying evidence-based interventions appropriate for student needs, providing assistance with inclusive practices, and guiding the development and implementation of individualized education programs (IEP's).
7. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; representatives of the community; and state and federal organizations or agencies.
8. Thorough working knowledge of positive behavior supports, behavior intervention plan development, and state mandates regarding aversive interventions.

9. Ability to communicate clearly, plan, organize, and coordinate time, resources, and demands strategically and efficiently.
 10. Understanding of and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
 11. Demonstrates mental and physical stamina commensurate with the responsibility of the position.
 12. Demonstration of high-level of self-confidence, initiative, self-direction, motivation, problem-solving skills and professionalism.
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Position Requirements

Education and Training

Master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated at least five (5) years of successful 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 teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Three (3) years experience providing direct service and/or support to students with disabilities, or special education supervision.

Preferred Qualifications

1. School-based instructional strategist or administrative experience.
2. Demonstrated experience in working with adults.
3. Experience using school/districtwide data sets to inform instructional decisions.

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: 05/08/23
- Created: 10/21/08