

# Coordinator IV, Early Childhood Family Engagement

## Position Details

Job Code: U7403

Reference Code: A309

Division/Unit: Student Services

Classification: Professional-Technical

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 promote collaborative and professional relationships with community partners and families of children from birth through Pre-Kindergarten. This position will provide learning opportunities and ongoing engagement activities for families with young children. This position is responsible to the Director of Early Childhood Programs, Student Services Division (SSD), Academic Unit (AU).

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## Essential Duties and Responsibilities

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

1. Provides family engagement activities and follow-up support for families of children from birth through Pre-Kindergarten.
2. Supports families with the transition from Part C to Part B and/or Pre-Kindergarten to Kindergarten.
3. Collaborates with community partners to increase awareness of child development and services for children birth through Pre-Kindergarten.
4. Designs, presents, facilitates, and coordinates early childhood professional learning activities for teachers, administrators, and other audiences.

5. Collaborates with other federal, state, and local agencies.
  6. Supervises and evaluates the performance of assigned support professionals.
  7. Supports the Clark County School District (CCSD)'s fiscal accountability efforts related to grant finance.
  8. Serves in a problem-solving and decision-making capacity through interaction with other CCSD personnel and community stakeholders.
  9. Collaborates with various CCSD administrators on developing initiatives, grant writing, and grant reporting requirements.
  10. Collaborates with early childhood administrators and other stakeholders to ensure consistent services for families.
  11. Interprets CCSD policy and procedures related to early childhood education for parents/guardians, teachers, administrators, and other interested groups.
  12. Investigates and resolves parent/guardian concerns; serves as a negotiator between parents/guardians, advocates, and school staff to resolve disputes.
  13. Facilitates implementation of parent/guardian involvement and family literacy education programs.
  14. Prepares and disseminates information and materials to families.
  15. Manages, develops, and implements comprehensive, early childhood family engagement initiatives that successfully work with diverse communities and populations.
  16. Collects and maintains ongoing program evaluation data.
  17. Utilizes ongoing data to determine effectiveness of program and adjust as needed.
  18. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of community needs and problems and their relationship to Early Childhood Services, Early Intervention, and community resources.
2. Knowledge of child development and developmental milestones.
3. Knowledge of federal law, regulation, and policy guidance governing children with disabilities.
4. Knowledge of community services for infants, toddlers, and preschool-age children and their families and how to access services.
5. Knowledge of the Creative Curriculum for Preschool, Nevada Pre-Kindergarten Standards, Nevada Early Learning Guidelines, Nevada Academic Content Standards, and additional supplemental programs.
6. Knowledge and understanding of tools used to assess high-quality programming in Early Childhood.

7. Knowledge of various cultural groups and cross-cultural techniques.
  8. Knowledge of and ability to coordinate large events, including pre-planning, budgeting, implementation, day-of-event problem-solving, and post-event debriefing activities.
  9. Skilled in diplomacy, judgement, leadership, and problem-solving.
  10. Ability to work under pressure, meet deadlines, and manage multiple projects at one time.
  11. Ability to communicate verbally and in writing; effective communication, collaboration, and interpersonal skills.
  12. Ability to effectively work well with others.
  13. Ability to plan, develop, deliver, and evaluate professional learning for Early Childhood staff.
  14. Ability to plan, develop, implement, and evaluate family engagement activities while meeting the needs of a diverse community.
  15. Ability to effectively communicate with the community and speak publically.
  16. Ability to understand and implement grant requirements.
  17. Ability to establish and maintain collaborative and professional relationships with community agencies and other stakeholders.
  18. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
  19. Ability to recognize and report hazards and to apply safe work methods.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university; or, Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Demonstrated at least three (3) years of successful licensed teaching experience in early childhood education.
2. Strong early childhood/pre-kindergarten curriculum background and experience with instructional planning and leadership at a school or District level.
3. Previous experience planning, developing, delivering, and evaluating professional learning and/or family engagement.

**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, 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**

- Created: 01/31/24