



Coordinator IV, Early Childhood Title I Services

Position Details

Job Code: U7403

Reference Code: A400

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 functions to provide districtwide educational and technical assistance to administrators, teachers, and parents/guardians regarding Early Childhood Title I services in the Clark County School District. This position is also responsible for implementing best practices in all Title I Pre-Kindergarten (Pre-k) programs ensuring the Clark County School District and Nevada Department of Education (NDE) visions are upheld. This includes: serving the needs of preschool age children, maintaining federal budgetary compliance records, improving instruction based on current research-based practices, and supporting teachers and ensuring their accountability for student results. This position collaborates with all preschool funding sources in the Clark County School District as well as the NDE to ensure alignment across programs and ensure high quality preschool programs. This position is directly responsible to the Director, Early Childhood Program, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Support the (NDE) and federal initiative of inclusive education for early childhood students with and without disabilities.
2. Provide technical assistance to administrators, teachers, and support professional personnel regarding Title I Early Childhood curriculum and instruction. Support teaching staff with evidence-based practices by providing ongoing and consistent targeted professional learning and coaching support for adopted curriculum implementation and differentiation.
3. Provide monthly professional learning and ongoing coaching support for research-based best practices in early childhood.
4. Facilitate implementation of parent/guardian involvement and parent/guardian education programs.
5. Supervise and evaluate the performance of assigned staff, including conducting full evaluation observation cycles for the Nevada Educator Performance Framework (NEPF) and providing consistent meeting times to support and mentor licensed and support professional employees.
6. Support the District's fiscal accountability efforts related to grant finance, including maintaining assigned budgets and all supporting documentation required by Every Student Succeeds Act (ESSA) and the NDE.
7. Work with comprehensive campus staff to support parents/guardians and mediate parent/guardian concerns related to Title I Pre-k programs.
8. Collaborate with various District administrators in the development, implementation, and evaluation of special education projects, including developing initiatives, providing technical support, and reviewing policies and procedures.
9. Ensure safety and maintenance of the staff and building at Cecile-Walnut Child Development Center. This includes collaborating with facilities, maintenance and grounds to ensure the upkeep and maintenance of the building, collaborating with Acelero Head Start on staff and student safety, and holding and documenting safety meetings and drills.
10. Maintain monthly and quarterly compliance paperwork for all Title 1 Pre-k programs. Coordinate regularly with Title I leadership to ensure adherence to current requirements as mandated by ESSA and NDE.
11. Monitor and support the districtwide early childhood assessment system for all Title I Pre-k programs.
12. Assist with Individualized Education Program (IEP) development and implementation.
13. Facilitate planning and implementation of professional learning activities in school sites and community-based preschool settings.
14. Work with site administrators regarding NEPF and early childhood best practices.

15. Assist administrators, teachers, and support professionals in the implementation of federal, state, and local mandates for special education and Title I/ESSA.
 16. Interact with District and region administration, schools, the NDE, parents/guardians, and community-based agencies and advocates.
 17. Provide continuous communication with stakeholders regarding compliance requirements and any changes mandated by the Title I department or NDE.
 18. Collaborate with Acelero Head Start to improve student achievement and outcomes.
 19. Advises staff on student disciplinary, positive interventions, and instructional concerns.
 20. Works with state and federal agencies, as applicable.
 21. Assist in preparing materials for dissemination, as requested.
 22. Performs other duties related to the position, as assigned.
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Position Expectations

1. Awareness of community needs and problems and their relationship to Early Childhood Services.
2. Working knowledge regarding developmentally appropriate practice in Early Childhood Programs.
3. Knowledge of Individuals with Disabilities Education Act (IDEA) Public Law (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
4. Knowledge of ESSA, Education Department General Administrative Regulations (EDGAR), NDE requirements, and Uniform Grants Guidance.
5. Thorough working knowledge of federal, state, and local mandates.
6. Knowledge of the District regulations.
7. Knowledge of software applications such as Infinite Campus, My Teaching Strategies, Systems Applications and Products in Data Procession (SAP), etc.
8. Knowledge of the Creative Curriculum for Preschool, Nevada Pre-K content Standards, Nevada State Content Standards, and additional supplemental programs appropriate for all early childhood students.
9. Knowledge and understanding of tools used to assess high quality programming in early childhood programs.
10. Ability to communicate clearly both orally and in writing.
11. Ability to plan and organize work and set priorities.
12. Ability to gain cooperation and/or conformance from various entities without authority.

13. Ability to establish and maintain an effective working relationship with District administration, licensed, and support professional employees, substitutes, and outside agency representatives.
 14. Understanding of and sensitivity to the needs of the various cultural and ethnic groups in the school community.
 15. High-level skills in planning, organization, time management, and coordinating the activities of others in a pleasant and efficient manner.
 16. High-level of self-confidence, initiative, self-direction, and motivation.
 17. Demonstration of mental and physical stamina commensurate with the responsibility of the position. Ability to continually lead critical analyses of current practices with a focus on improvement.
 18. Ability to create a positive work environment.
 19. Ability to explain and implement best practices in Early Childhood to teaching staff. Ability to develop and plan individualized professional learning to staff.
 20. Ability to maintain budgets and order supplies.
 21. Ability to administer and review program quality assessment.
 22. Ability to coordinate services and support for a variety of early childhood programs.
 23. Ability to communicate the alignment of Early Childhood best practices and NEPF standards and objectives. Ability to support coaches and develop leadership skills in others.
 24. Ability to understand and implement federal grant requirements.
 25. Ability to work in a fast-paced environment amid constant challenges and often competing interests.
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Position Requirements

Education and Training

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

Licenses and Certifications

1. Hold or be able to acquire a Nevada license as a teacher of early childhood developmentally delayed (0-7 years) or early childhood education (0-Grade 2).
2. Must possess or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in the state of Nevada.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching, early childhood, or special education experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed teaching, early childhood, or special education experience in an accredited K-12 public or private school and currently hold a valid Nevada administrative endorsement.

Preferred Qualifications

Recent experience working in Title I.

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: 04/14/22
- Created: 11/13/08