COORDINATOR III - EQUITY AND DIVERSITY EDUCATION

Reference Code: A319
Division: Student Support Services
Classification: Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for coordinating the Equity and Diversity Education (EDE) programs and services, district-wide in-services, and other components of the Equity and Diversity Education Department. This position is responsible to the Director, Equity and Diversity Education Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Promote the Clark County School District’s cultural diversity initiatives and department goals.
2. Assist educators in creating culturally supportive and inclusive learning environments that hold high expectations for the academic achievement of all students.
3. Conduct district-wide and school-based diversity trainings.
4. Assist the District and schools in resolving diverse educational issues affecting educators, students, parents, and the community.
5. Conduct searches of current research on equity, diversity, and multicultural educational principles and professional trends.
6. Collaborate on the implementation of the Title II grant, budget, and program components.
7. Prepare and revise reports, publications, and other resources, as required.
8. Plan and facilitate assigned projects.
9. Work collaboratively with various District departments and community organizations.
10. Select, train, and evaluate the performance of assigned staff.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Positive interpersonal skills in working with supervisors, other adults, parents, and students.
2. Provide technical assistance in the review and integration of culturally diverse materials and resources to support the curriculum within the school and classroom programs.
3. Effective oral and written communication skills.

POSITION REQUIREMENTS:
Education and Training:
An earned master’s degree from an accredited college or university.

Licenses and Certifications:
1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
2. Previous experience in equity, diversity, and/or multicultural education.
Preferred Qualifications:
1. Previous training/presentation experience.
2. Facilitated and served as a liaison in the development and presentations of conferences, workshops, institutes, and other educational programs in collaboration with institutions of higher learning and professional organizations designed to enhance cultural appreciation and diversity programming for educators, students, and the community.
3. Established partnerships with community-based organizations that support equity, diversity, and multicultural programs designed to support students, parents, and other community groups.
4. Secondary site-based administrative experience.
5. Experience working in and or providing instructional support to the special schools in the Student Support Services Division.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.