

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Unit**

**COORDINATOR III – TITLE I-COMPLIANCE MONITORING**

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Reference Code: A645

Division: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions as the responsible staff administrator for the maintenance of Title I documentation required by the state and federal government for compliance monitoring, as well as support Clark County School District initiatives and coordinating results-driven work used to identify the return on investment (ROI) of the department projects. The person selected for this position is directly responsible to the Director II, Title I Services, Assessment, Accountability, Research, and School Improvement (AARSI), Instructional Services Unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Develop and manage various plans, data collection, and documentation for programs and initiatives.
2. Work collaboratively with the Human Resources Unit and Fiscal Accountability and Data Analysis department to ensure accurate accounting of Title I funded staff throughout the District.
3. Analyze and track funding trends to determine the impact on student achievement.
4. Develop responses pertaining to various monitoring reports and ensures collaboration with other departments, as needed.
5. Compile and submit evidence demonstrating compliance of federal and state monitoring instruments using eNOTE.
6. Coordinator and track staffing documentation for all Title I funded positions.
7. Comply and distribute parent notification letters identifying star ratings and performance status as required by federal law.
8. Develop department reports, publications, and District forms, as needed.
9. Update the Title I website to ensure accurate information for the public, as needed.
10. Collaborate with District departments/divisions/units and supervises consistent implementation of various processes.
11. Serve as Title I liaison to various departments, as needed.
12. Maintain a systematic organizational process for data collection.
13. Manage fiscal areas of responsibility.
14. Supervise and evaluate the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
15. Attend necessary technical assistance conferences/meetings at the state and federal levels.
16. Perform other duties related to the position, as required/assigned.

**POSITION EXPECTATIONS:**

1. Ability to work with and gain cooperation of diverse groups.
2. Ability to work cooperatively with central-office personnel.
3. Demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
4. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
5. Ability to coordinate multiple projects and meet predetermined deadlines.
6. Possess grant and fiscal organizational skills.
7. Knowledge of current federal and state laws, regulations, and policies governing Title I.
8. Working knowledge of Microsoft Excel spreadsheets and Access databases.

**POSITION REQUIREMENTS:**

**Education and Training:**

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

**Licenses and Certifications:**

None specified.

**Experience:**

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

**Preferred Qualifications:**

1. Previous experience working with federal grants.
2. Working understanding of supplement and supplant provisions as it applies to Title I laws.
3. Working understanding of costs that are allowable under federal awards.

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

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.