

Coordinator IV, Change of School Assignment

Position Details

Reference Code: A046

Division: Academic Unit

Classification: Professional Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for supporting the overall management of student enrollment as it pertains to the Change of School Assignment (COSA) process and Administrative placements per Regulation 5112 for the Clark County School District (CCSD). The individual selected for this position will be directly responsible to the Director III, College and Career Readiness and School Choice Division, Academic Unit.

Essential Duties and Responsibilities

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

1. Establishes and maintains relationships with staff at schools, departments, and relevant community agencies.
2. Collaborates with Demographics, Zoning, and Geographic Information System (GIS) staff to determine seat availability and annual reporting to the Board of School Trustees as it relates to the COSA process.
3. Designs, presents, facilitates, and coordinates COSA, SchoolMint, and Attendance Dismissal professional learning activities for all relevant stakeholders.

4. Communicates COSA policies and general information regarding Regulation 5112 to the community and CCSD staff via the COSA website, emails, the CCSD Wire, SchoolMint system communications, COSA Principal Working Group, Let's Talk communications, Community Events, and Due Process procedures; daily phone and email contact with families.
 5. Develops project management plans to ensure successful implementation and monitoring of the COSA process.
 6. Manages, monitors, and implements the application and lottery process in coordination with the Magnet Schools Department; processes applications for employees and siblings of special education students per Regulation 5112.
 7. Collaborates with CCSD leadership, school associate superintendents, Region personnel, Education Services Division, Title I Hope, Foster Care, Secondary Student Athletics and Activities Department, Student Services Division, Office of the General Counsel, principals and staff to determine student school placement as it relates to the Administrative Placement process; communicates results to families and schools impacted due to the sensitive nature of the requests.
 8. Conducts periodic compliance monitoring of student enrollment at schools; maintains enrollment variance codes within a COSA tab and sends error reports to schools to ensure codes are utilized accurately.
 9. Monitors the assigned budget.
 10. Interprets and analyzes federal and state laws and CCSD policies and regulations as they pertain to questions about the release, reporting, and use of student information.
 11. Maintains a variety of reports and files related to assigned activities; reports and files are maintained for COSA requests, Variance Codes, Administrative Placements, Attendance Dismissals, and additional requests.
 12. Coordinates community events and workshops regarding the COSA process.
 13. Attends and monitors the Clark County School District Board of School Trustees, State Board of Education, and relevant committees related to the COSA process.
 14. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Knowledge of CCSD policy and regulations.
2. Knowledge and ability to project plan, aligning and managing activities toward execution of identified goals.
3. Experience in communicating clearly, both verbally and in writing.
4. Effective communication, collaboration, and interpersonal skills.

5. Proficient in the use of Microsoft Excel, Microsoft Word, G-Suite, Infinite Campus, and familiarity with lottery and application systems.
 6. Must be customer-oriented using tact, patience, and courtesy.
 7. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
 8. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
 9. Strong analytical, reasoning, and critical thinking skills.
 10. Ability to establish and maintain effective working relationships with CCSD administrators, teachers, and support professionals.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university; or,
A bachelor's degree from an accredited college or university; plus, three (3) years of additional experience beyond the minimum requirement below may be substituted for the master's degree and license and certificate requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

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 or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Knowledge and/or experience in student enrollment processes and procedures.
3. Demonstrated experience in data analysis and program evaluation.
4. Successful performance in the position held at the time of application.

-OR-

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Knowledge and/or experience in student enrollment processes and procedures.
3. Demonstrated experience in data analysis and program evaluation.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Currently hold a bachelor's degree or higher from an accredited college or university.
2. Demonstrated experience in project management.
3. Demonstrated experience supporting schools and departments.

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, 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: 04/24/24
- Created: 02/28/22