

# Coordinator IV, English Language Programs

## Position Details

Job Code: U7403

Reference Code: A234

Division/Unit: English Language Learner

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will provide educational and technical assistance with English language implementation, with supplementary curriculum material selection, with interpretation of English language best practices and instructional strategies, and with professional learning and training of teachers and administrators. The individual selected for this position will be directly responsible to the Director II, English Language Learner Division (ELLD), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Assists teachers, principals, program directors, and school associate superintendents (SAS's) in English language development implementation.
2. Demonstrates knowledge regarding English language K-12 educational issues, mandates, and trends that effect student achievement, teacher effectiveness, and school management.

3. Collaborates with leadership teams, Clark County School District departments, and local and national agencies to support region/school English language initiatives.
  4. Organizes and conducts English language professional learning for teachers, parents/guardians, and administrators.
  5. Provides teachers with assistance in instructional methodology and appropriate materials for English language programs.
  6. Provides direction and assistance in the development of supplementary curriculum materials for English language programs.
  7. Assists in facilitating English language appropriate student placements, when necessary.
  8. Serves as a liaison between ELLD and regions, schools, parents/guardians, and the community.
  9. Assists with data gathering, analysis, and interpretation.
  10. Assists with grant writing and program evaluation.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Effective verbal and written communication skills.
  2. Effective skills in planning, organizing, and coordinating activities.
  3. Effective collaborative and interpersonal skills.
  4. Effective planning and delivering of professional learning utilizing extensive technology skills.
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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, 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 at least five (5) years of successful teaching experience in an accredited K-12 public or private school; and, be able to

acquire, by time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

2. Effective experience in team leadership, demonstrating diplomacy, judgment, problem solving, and accountability.
3. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. English as a second language (ESL)/bilingual teaching experience, preferably Spanish.
2. Hold a Nevada English Language Acquisition and Development (ELAD) and/or bilingual endorsement.
3. Thorough knowledge of the District's English language acquisition program.

**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**

- Revised: 02/09/24
- Created: 07/18/08