

Coordinator IV – Equity and Diversity Education

Position Details

Job Code: U7402

Reference Code: A319

Division/Unit: Office of the Chief of Staff, Equity, and Community Partnerships

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position coordinates Equity and Diversity Education (EDE) programs and services, districtwide professional learning services, and other components of the Equity and Diversity Education Department. This position provides guidance and direct services to CCSD and school-based administrators and educators. This position is responsible to the Assistant Superintendent, Equity and Diversity Education Department, Office of the Chief of Staff, Equity, and Community Partnerships.

Essential Duties and Responsibilities

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

1. Promotes the Clark County School District (CCSD)'s cultural diversity initiatives and department goals.
2. Assists educators in creating culturally responsive and inclusive learning environments that hold high expectations for the academic achievement of all students.

3. Conducts districtwide and school-based diversity, cultural competency, discrimination based on race, bullying, cyberbullying, gender identity or expressions, restorative practices, and implicit bias trainings.
 4. Provides guidance to CCSD and school-based administrators in conducting discrimination based on race, bullying, and cyberbullying investigations, and assists schools in resolving diverse educational issues affecting educators, students, parents/guardians, and the community.
 5. Conducts current research on cultural competency, restorative practices, cultural and linguistic responsive teaching practices, implicit bias, gender identity or expressions, diversity, and educational equity principles and professional trends.
 6. Provides technical assistance in the review and integration of culturally responsive, inclusive, and diverse materials and resources to support the curriculum within the school and classroom programs.
 7. Collaborates on the implementation of grants, budgets, and program components.
 8. Collaborates with appropriate departments and divisions to assist in developing and writing grant proposals in alignment with department and CCSD goals.
 9. Prepares and revises reports, publications, and other resources, as required.
 10. Plans and facilitates assigned projects.
 11. Works collaboratively with various CCSD departments and community organizations.
 12. Selects, trains, and evaluates the performance of assigned staff.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and demonstrated abilities to utilize specific technological platforms, information, and applications in the function of position responsibilities.
 2. Knowledge of CCSD divisions, departments, operations, policies, and goals.
 3. Positive interpersonal skills in working with supervisors, other adults, parents/guardians, and students.
 4. Effective verbal and written communication skills.
 5. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
 6. Ability to analyze situations accurately and adopt an effective course of action.
 7. Demonstrate public relations techniques.
 8. Attend and conduct a variety of meetings as assigned.
 9. Ability to set priorities, coordinate multiple activities, and meet critical deadlines.
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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, if applicable.
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. Previous experience in equity and diversity.
3. School-based administrative experience, including conducting discrimination based on race, bullying, or cyberbullying investigations.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Previous training/presentation experience.
2. Experience developing presentations and presenting at conferences, workshops, institutes, and other educational programs in collaboration with institutions of higher learning and professional organizations designed to enhance cultural competency, responsiveness, inclusion, and diversity programming for educators, students, and the community.
3. Experience implementing restorative practices.
4. Established partnerships with community-based organizations that support equity, diversity, and multicultural programs designed to support students, parents/guardians, and other community groups.

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: 11/12/08