



Coordinator III, Public Education Foundation

Position Details

Reference Code: A063

Division: Community Engagement

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to provide leadership in the areas of professional learning and program development for the Public Education Foundation (PEF) Scholarships PLUS program. Responsibilities include coordinating components of the Scholarships PLUS program in collaboration with PEF and District personnel to accomplish college and career readiness goals as well as serving as a liaison to various related community agencies. This position is directly responsible to the Director of Community and Government Relations, Community Engagement Unit.

Essential Duties and Responsibilities

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

1. Coordinate and supervise the implementation of assigned components of the Scholarships PLUS program, which includes the development of a comprehensive post-secondary financial literacy program and coordination of all available resources within Clark County and the Clark County School District.
2. Develop post-secondary financial literacy curriculum materials that align with the District's priority of ensuring all students are prepared for college and the workforce.

3. Develop and implement professional learning for school teams to assist with promoting the scholarship application process.
 4. Assist in the development of new scholarship opportunities, maintain and monitor existing scholarship opportunities, and oversee the web-based scholarship application program.
 5. Provide site administrators and school staff with appropriate support and assistance throughout the scholarship cycle, to include preparing the scholarship application, coordinating the application reviewing and scoring, and establishing and monitoring scholarship fund accounts.
 6. Maintain appropriate documentation of projects assigned.
 7. Develop Scholarships PLUS program materials including informational brochures, manuals, and other items, as required.
 8. Serve as the community liaison and the spokesperson for the Scholarships PLUS program including representing the program in community-wide organizations/activities related to scholarships.
 9. Serve as the District's representative for the Scholarships PLUS program at District, community, state, and national meetings and conferences.
 10. Serve as the program liaison for PEF academic initiatives implemented in the District.
 11. Complete all program-required documentation and required reports, to include tracking and compiling statistical information regarding the impact of the program.
 12. Supervise and evaluate the performance of assigned support professionals in accordance with preplanned and mutually understood performance goals.
 13. Perform other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Excellent verbal, written, and presentations skills.
 3. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

An earned bachelor's degree from an 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. Strong knowledge of Clark County School District's priority of college and career readiness and experience with post-secondary options available to students.
3. Demonstrated involvement in community activities.
4. Experience working effectively with school and administrative personnel, community members, peers, and others.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Present or previous experience in developing and conducting professional learning for staff.
3. Experience working cooperatively with various schools and departments within the District and with other local and state agencies.
4. Strong facilitation and presentation skills.
5. High-level of self-confidence, initiative, and motivation.

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

AA/EOE Statement

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.

Job Revision Information

- Revised: 11/23/21
- Created: 11/23/21