

Coordinator II, Academic Support and Community Service Center

Position Details

Job Code: U7403

Reference Code: A592

Division/Unit: Community Engagement

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for improving student achievement by promoting parent/guardian and community involvement in the education process, provide information on available services to students and their families, and assist with referrals to other community agencies. This position is directly responsible to the Director, Engagement and Events, Community Engagement Unit (CEU).

Essential Duties and Responsibilities

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

1. Implements a parent/guardian training component to encourage parent/guardian-caregiver school partnerships.
2. Provides information about Clark County School District policies and procedures that impact student success.
3. Works closely with school communities and external agencies to ensure access to needed services.
4. Provides opportunities for before-school and after-school tutoring to increase academic skills.

5. Provides oversight for tutors and center staff.
 6. Manages a series of initiatives designed to broaden student and family graduation opportunities.
 7. Participates in the District's drop-out committee activities.
 8. Participates in a variety of community committees and meetings, as appropriate.
 9. Manages budget expenditures in accordance with District policies and procedures.
 10. Prepares accountability reports and other necessary documentation.
 11. Actively pursues public/private grants to support instructional interventions for students.
 12. Supervises and evaluates the performance of assigned staff.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrated knowledge regarding K-12 educational issues, mandates, and trends that effect student achievement, teacher effectiveness, and school management.
 2. Effective skills in planning, organizing, and coordinating activities.
 3. Effective communication and interpersonal skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' 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 experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Successful performance in the position held at time of application.

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

Preferred Qualifications

1. Possess high-level skills in building community partnerships.
2. Knowledge of community resources.
3. Successful experience in leading and coordinating parent/guardian training opportunities.
4. Experience in budget management.

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, or 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: 04/03/23
- Created: 11/12/08