

Coordinator I, Team Engagement

Position Details

Job Code: U7400

Reference Code: B062

Division/Unit: Engagement

Classification: Professional-Technical

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to promote professional relationships and strengthen business ties to benefit the Clark County School District. This position is responsible to the Director, Team Engagement Department, Engagement Unit.

Essential Duties and Responsibilities

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

1. Coordinates and/or supports the development and implementation of programs and initiatives that further the mission and goals of CCSD, and unit goals and objectives, as they relate to engagement with various staff.
2. Coordinates responses to messages from, and interactions with, community and staff members. Directs inquiries to corresponding units. Tracks and supports responses.
3. Coordinates and/or assists with the planning, organization and implementation of employee recognition events for CCSD.
4. Gathers and analyzes information and data of employee recognition and customer service programs.

5. Develops trusted relationships with the school District, families, businesses, and community leaders to ensure effective districtwide customer service standards and practices.
 6. Assists in designing and developing training programs, materials, and lesson plans.
 7. Writes reports, briefings, and updates on programs, activities, events, etc.
 8. Develops or adapts messaging to communicate with diverse target audiences.
 9. Coordinates internal communications, collaborations, and resources to accomplish employee engagement goals and implement programs and initiatives.
 10. Provides professional assistance in the development of regular and special publications and presentations designed for staff or the community. Identifies topics of interest, and designs and develops handouts, briefing materials, and other documents for public distribution.
 11. Works closely with Communications and Information Technology, provides vital support for Web content. Supports Web pages for the unit and department, and keeps content updated to include relevant information of interest to the community.
 12. Supports general unit objectives and participates in unit events and activities.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal, state, local mandates, laws, policies, regulations, and rules applicable to the District and the unit.
2. Knowledge of educational needs, goals, and objectives of the District.
3. Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) regulations.
4. Knowledge and understanding of the nationally recognized standards of customer service and employee recognition programs.
5. Knowledge and understanding of the nationally recognized standards of community involvement.
6. Knowledge of District organization, operations, policies, and objectives.
7. Knowledge of policies and objectives of assigned programs and activities.
8. Knowledge of and ability to coordinate large events, including pre-planning, budgeting, implementation, day-to-day event problem solving, and post event debriefing activities.
9. Knowledge of an ability to use different graphic design platforms.
10. Effectively communications, collaborative, and interpersonal skills.

11. Well-versed in multi-cultural and diversity principles, especially as it relates to effective employee communication and engagement.
 12. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 13. Ability to work under pressure, meet deadlines and manage more than one (1) project at a time. Skilled in diplomacy, judgement, leadership, and problem solving.
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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

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. A valid driver's license or state-issued identification card.

Experience

Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Bilingual (advanced writing/speaking/reading) English-Spanish – Ability to translate texts of different levels of complexity into Spanish and English.
2. Experience implementing programs with high volume of interpersonal interactions and changing priorities.
3. Two (2) or more years of experience working with complex initiatives or programs involving external audiences.
4. Experience with coordination of large events, including pre-planning, budgeting, implementation, day-of-event problem solving, and post-event debriefing activities.
5. Experience with graphic design and knowledge of different graphic design platforms.
6. Demonstrated customer service experience.

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: 05/04/22