

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR II – SCHOOL-COMMUNITY PARTNERSHIP PROGRAM

Reference Code: A369

Division: Community and Government Relations

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to facilitate the Stay in School Mentoring Program addressing mentoring needs in at-risk middle schools and selected at-risk elementary schools. This position is responsible to the Director, School-Community Partnership Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Recruit adults from the community and from businesses who are willing to serve as mentors.
2. Conduct mentor training of recruited volunteers.
3. Update training of mentors already in the program.
4. Work effectively with personnel in the school and in the partnership program.
5. Maintain appropriate documentation of all project activities.
6. Consult with teachers, counselors, and administrative staff of selected schools to identify students to be mentored.
7. Assign mentors to students/schools, conduct orientation, and facilitate the reassignment of students and mentors, as needed.
8. Perform other duties related to the position, as assigned.

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:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated experience in recruitment and training of volunteers.
3. Demonstrated involvement in community activities.
4. Demonstrated ability to effectively work with others.
5. Demonstrated effective skills in planning, organizing, and coordinating activities.

Preferred Qualifications:

1. An earned master's degree from an accredited college or university.
2. Minimum of five (5) years of successful teaching or counseling experience.
3. Three (3) or more years of involvement in community service.
4. Experience in counseling techniques.
5. Skilled in diplomacy, judgment, leadership, and problem solving.
6. Skilled in dealing with the public.
7. Ability to work under pressure, meet deadlines, and manage more than one project at a time.
8. An understanding of children's developmental levels.
9. Knowledge of various cultural groups and cross-cultural techniques.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.