

Coordinator III, 6-12 Mathematics

Position Details

Job Code: U7402

Reference Code: A443

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing instructional leadership in the areas of curriculum development, professional learning, and program development to administrators and teachers regarding best practices, effective instructional strategies, Nevada Academic Content Standards (NVACS), and educational research related to Grades 6–12 mathematics. The individual selected for this position will be directly responsible to the Director, K–12 Mathematics Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

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

1. Establish and maintain relationships with administrators at middle schools and high schools, charter schools, colleges and universities, and state and federal agencies.
2. Collaborate with School Associate Superintendents (SAS) and/or designee(s) to accomplish Clark County School District (CCSD) goals. Serve as a liaison between CID and the regions.
3. Collaborate with administrators and project facilitators within and outside CID.

4. Supervise preparation of curriculum documents and instructional materials, as assigned.
 5. Design, present, facilitate, and coordinate Grades 6–12 mathematics professional learning activities for teachers, parents/guardians, administrators and other audiences, as required.
 6. Facilitate the selection and supervision of teacher task forces for mathematics for the curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
 7. Provide leadership in the development, implementation, and oversight of mathematics programs in alignment with CCSD goals.
 8. Seek grant opportunities to support mathematics education and administer, and implement existing grants and their related budgets. Assist with data collection and grant writing/monitoring.
 9. Serve as liaison (as appropriate) to community groups and public agencies and represent the CCSD in matters related to Grades 6–12 mathematics at the local, state, and national levels.
 10. Interpret CCSD policy and procedures related to mathematics for parents/guardians, teachers, administrators, and other interested groups.
 11. Gather, evaluate, and disseminate research-based practices in curriculum, instruction, and assessment to teachers, administrators, parents/guardians, and community members.
 12. Collaborate with K-12 Mathematics administrators to ensure program alignment.
 13. Supervise and evaluate assigned staff.
 14. Perform other duties related to the position, as assigned.
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Position Expectations

1. Extensive knowledge of the NVACS in mathematics, including the Standards for Mathematical Practice.
2. Knowledge of and ability to conduct effective professional learning related to secondary mathematics.
3. Knowledge of and ability to use the CCSD's Curriculum Engine.
4. Excellent verbal and written communication skills.
5. Ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
6. Ability to write, analyze, and edit curriculum documents and resources.
7. Current knowledge of state and local Grades 6–12 student assessments.
8. Effective presentation skills.
9. High level of self-confidence, initiative, self-direction, and motivation.

10. High-level skills in planning, organizing, and coordinating job-related tasks.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Must possess or be able to acquire by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed secondary classroom teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed secondary classroom teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada administrative endorsement.
2. Evidence of successful teaching experience in Grades 6-12 mathematics.
3. Evidence of successful teaching experience in high school mathematics (Algebra 2 and/or above) courses.
4. Present or previous successful experience in a mathematics teacher leadership position.
5. Experience in conducting professional learning related to Grades 6-12 mathematics.

Preferred Qualifications

1. Coursework in advanced mathematics.
2. Experience in large program 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: 04/22/22
- Created: 07/16/02