

Coordinator IV, Digital Learning Technology

Position Details

Job Code: U7403

Reference Code: A491

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as an instructional leader to provide professional learning, curricular support, and guidance in support of digital learning and educational technology programs. Responsibilities include setting standards and processes for digital learning systems, instructional support for enterprise systems; and incorporating best practices for designing rich digital learning environments. This position is responsible to the Director, Digital Learning and Instructional Technology Department, 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. Collaborates with region leadership, other Clark County School District (CCSD) administrators, school principals, and staff to identify, develop, and implement digital learning environments to reach instructional technology goals.
2. Provides direct advice and expertise to administrators and teachers regarding digital learning environments and educational technology in alignment with Nevada Academic Content Standards (NVACS), Digital Learning Collaborative

(DLC), and International Society for Technology in Education (ISTE) standards for technology-driven instruction to support the implementation of the Nevada Educator Performance Framework (NEPF).

3. Articulates specific technology infrastructure, training, and technical support needs for successful deployment of digital learning environments.
 4. Coordinates with the Nevada Department of Education (NDE) in the planning and implementation of statewide technology integration programs.
 5. Manages, monitors, and plans budget for all grants.
 6. Assists with the implementation and instructional practices to support the CCSD enterprise Google Workspace for Education.
 7. Tests, develops, and implements emerging technologies for curricular purposes.
 8. Coordinates the sharing of information and collaborates with other CCSD departments, divisions, and site administrators.
 9. Coordinates, establishes, and presents professional learning activities, conferences, and webinars for administrators and teachers.
 10. Analyzes and evaluates the effectiveness of digital learning programs.
 11. Evaluates digital curricula and supplementary programs to support instruction in core content areas.
 12. Identifies systems and structures needed to further scale digital learning and educational technology.
 13. Serves as a liaison among CCSD staff, community partners, public agencies, and participating schools/divisions regarding data analysis and accountability, related to digital learning, instructional technology, platforms, and usage.
 14. Assists with statistical analysis and educational research regarding data-driven decision making and improved instruction.
 15. Gathers, evaluates, and disseminates research-based best practices in digital learning and educational technology to regions, schools, divisions, and staff.
 16. Supervises, trains, supports, and evaluates assigned licensed and support professional personnel.
 17. Monitors assigned budget.
 18. Collaborates with core content areas to ensure digital learning is incorporated within the content to enhance the student learning experience.
 19. Conducts site visits to observe classroom and program implementation providing feedback, coaching, and support to site-based personnel.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
 2. Knowledge of CCSD online learning applications (Google Workspace for Education, Canvas Learning Management System (LMS), Digital course work adopted by CCSD).
 3. Familiarity with systems integration processes.
 4. Knowledge of national online and blended education best practices and trends, as outlined by leading organizations in the field (DLC, ISTE, etc.).
 5. Knowledge of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) law pertaining to the administration of online and distance learning and alternative education.
 6. Knowledge of NVACS.
 7. Knowledge of CCSD policies, regulations, procedures, and standards pertaining to the administration of distance learning, alternative education, and use of technology.
 8. Familiarity with current State and CCSD adopted curricula and assessments to ensure alignment of developed or purchased content to standards.
 9. Familiarity with project management.
 10. Effective communication, collaboration, and interpersonal skills.
 11. Effective skills in planning, organizing, and coordinating activities.
 12. Possess excellent presentation skills.
 13. Demonstrated ability to work with school and administrative personnel, parents/guardians, peers, and others.
 14. Ability to work under pressure and to meet deadlines.
 15. High-level of self-confidence, initiative, self-direction, and motivation.
 16. High-level of skills in planning, organizing, and coordinating job-related tasks.
 17. Ability to maintain confidentiality and ethical standards.
 18. Ability to work cooperatively with other departments within the CCSD and with other agencies, both state and national.
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Position Requirements

Education and Training

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

Licenses and Certifications

1. Hold or be able to acquire, by the time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.
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 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 the time of application.

Preferred Qualifications

1. Current or previous experience as an administrator in an elementary, secondary, or related setting.
2. Master's degree from an accredited college or university with coursework in instructional technologies or related field.
3. Demonstrated experience in project management.
4. Demonstrated experience in data analysis and program evaluation.
5. Demonstrated experience in digital learning and instructional technology.
6. Demonstrated experience in team leadership and school culture.
7. Demonstrated experience with delivering instruction using the Internet.

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, 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: 02/02/24
- Created: 09/26/17