

Coordinator III, Magnet Schools Assistance Program Project Coordinator

Position Details

Job Code: U7402

Reference Code: A034

Division/Unit: College, Career, Equity, and School Choice

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 to implement, monitor, and evaluate the activities of the federal Magnet Schools Assistance Program Grant to include fiscal management and oversight of state and federal regulations pertaining to the grant. This position is directly responsible to the Director, Magnet Schools Department, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Assists the project director in overseeing the federal grant implementation.
2. Ensures all federal grant program requirements and activities are effectively monitored and accomplished.
3. Maintains and delivers accurate records and reports, as required and requested.

4. Serves as liaison to the federal grant program magnet school principals and coordinators.
 5. Coordinates and monitors the implementation of activities associated with the grant project objectives and performance measures.
 6. Provides magnet school services and supports to grant participants, parents/guardians, community partners, and Clark County School District (CCSD) personnel.
 7. Plans, organizes, and provides unique and specialized curriculum and educational approaches for magnet schools and programs.
 8. Plans, develops, and provides professional development and educational programming support for magnet schools.
 9. Conducts districtwide parent/guardian information meetings to enhance parental/guardian awareness, access, and involvement with magnet school programs.
 10. Establishes a CCSD magnet advisory board comprised of parents/guardians and community members and conducts regular meetings to support the grant project objectives and performance measures.
 11. Develops and maintains community partnerships to support and promote magnet school programs.
 12. Collaborates with the CCSD grant writing and evaluation team to manage the federal grant program budget and assist with data collection for evaluation purposes.
 13. Attends necessary technical assistance conferences/meetings pertaining to the federal grant program and magnet schools.
 14. Furthers student integration and educational equity.
 15. Promotes school improvement.
 16. Performs other duties related to the position, as assigned.
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Position Expectations

None specified.

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 time of appointment to the position, a Nevada administrative endorsement.
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.

Preferred Qualifications

1. Previous or current experience working in a magnet school, career and technical academy, or school with a strong career and technical education program.
2. Previous or current experience in grant program implementation and/or evaluation.

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: 11/30/23
- Created: 02/06/18