

Coordinator III, K-12 Online Content Development

Position Details

Job Code: U7402

Reference Code: A473

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 functions to serve as the instructional leader for digital content development and deployment for the K-12 Online and Blended Learning Department. Responsibilities include setting standards/processes for digital content development, procurement, and maintenance; supervision and evaluation of licensed content development employees; and researching best practices for delivering digital content. This position is directly responsible to the Director, K-12 Online and Blended Learning 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. Plans, organizes, and utilizes resources for the development and implementation of K-12 digital curriculum.
2. Collaborates with region superintendents, school associate superintendents, and school principals to accomplish both region and individual school digital learning goals.

3. Facilitates training for divisions, regions, and school-based administrators and teachers on the deployment and development of digital content.
 4. Supervises and evaluates staff, providing appropriate professional learning activities to ensure program effectiveness.
 5. Ensures digital content is in alignment with the Clark County School District syllabi and the Nevada Academic Content Standards (NVACS), Quality Matters K-12 Standards, and the International Association for K-12 Online Learning (iNACOL) National Standards.
 6. Communicates and markets programs to divisions, regions, and schools.
 7. Assists the Director in developing, monitoring, and revising procedures, budgets, and programs within the department.
 8. Tests, develops, and implements emerging technologies for curricular purposes.
 9. Articulates specific technology infrastructure, training, and technical support needs for successful deployment of digital content.
 10. Seeks grant opportunities to support distance education and digital learning and administers/implements existing grants.
 11. Serves as liaison (as appropriate) to community groups and public agencies and represents the District in matters related to distance education, including blended and online learning.
 12. Monitors assigned budget.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Experience in designing online and digital content.
 2. Ability to work under pressure and to meet deadlines.
 3. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 4. Ability to communicate clearly both orally and in writing and to explain complex technical information in an easy to understand manner.
 5. Demonstrate experience in team leadership.
 6. Experience with delivering instruction using current technology tools.
 7. Effective communication, collaborative, and interpersonal skills.
 8. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

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

Licenses and Certifications

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

Experience

1. Have previously demonstrated at least 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 to the position, a Nevada 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 administrative endorsement.
2. Knowledge and experience with digital content.

Preferred Qualifications

1. Current or previous experience as an administrator in a K-12 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 program management.
4. Demonstrated experience in team leadership.
5. 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, 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: 04/29/22
- Created: 07/28/16