

Coordinator IV, Health, Physical Education, and Driver Education

Position Details

Job Code: U7402

Reference Code: A895

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 is responsible for providing leadership, coordination, and specialized support for elementary and secondary health, physical education, and driver education teachers and administrators in curriculum development, professional learning, research, and program development. Responsibilities include curriculum development, professional learning, research, presenting at Board Meetings, legislation tracking, and program development. This position collaborates with local, regional, state, and national organizations, businesses, and institutions of higher education. The individual selected for this position is directly responsible to the Director II, Science, Health, and Physical Education Department, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Communicates with and provides support to school-based staff including licensed

personnel and site administrators as well as region superintendents, school associate superintendents, and central administrators in the areas of health, physical education, and driver education.

2. Plans, develops, and coordinates implementation of new and/or revised curriculum, documents, and resources for health, physical education, and driver education.
3. Works effectively with administrators and classroom teachers to implement effective instruction in the areas of health, physical education, and driver education.
4. Train and support administrators, teachers, and other school staff to align health and physical education instruction to Nevada Academic Content Standards (NVACS) and the Nevada Educator Performance Framework (NEPF).
5. Plans, prepares, and conducts professional learning opportunities to meet the needs of teachers and administrators within the Professional Growth System (PGS) and administrators outside of the contracted work hours on a regular basis including weekends and evenings in the areas of health, physical education, and driver education and works with administration to deliver an action plan.
6. Conducts site observations of teachers to support the continuous improvement process in the areas of health, physical education, and driver education.
7. Leads and coordinates the textbook adoption process, in collaboration with the Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department, in the areas of health, physical education, and driver education.
8. Develops and updates curriculum documents for the Curriculum Commission and provides input and monitoring of content on the Curriculum Engine in the areas of health, physical education, and driver education.
9. Prepares all agendas, minutes, and instructional materials for the Sex Education Advisory Committee.
10. Provides briefings with members of the Sex Education Advisory Committee and Board of School Trustees, as needed.
11. Works with the Office of the General Counsel to ensure Robert's Rules of Order, Parliamentary Procedures, and all Board Governance Policies are followed during Sex Education Advisory Committee Meetings.
12. Collaborates with the School Board Office, User Support Services, School Police, Vegas PBS, Student Services Division, Sex Education Advisory Committee Members, and the Office of the General Counsel for planning and holding of Sex Education Advisory Committee Members.
13. Collects and analyzes data from health compliance documents for health and prepares information for public records requests for sex education.
14. Prepares testimonies, supporting documentation, and content-related information

- for distribution to the Clark County School District Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committees on Education, and Nevada lawmakers including members of the House and Senate and other decision-makers and stakeholders in the areas of health, wellness, sex education, physical education, and driver education.
15. Maintains the approved sex education materials database and inputs all materials approved by the Board of Trustees.
 16. Attends and monitors Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to sex education instructional materials and curriculum.
 17. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment in the areas of health, physical education, and driver education.
 18. Serves as liaison to community groups and public agencies, representing the District in matters related to health and wellness, physical education, and driver education at the local, state, and national levels, including the Nevada Department of Education (NDE), American Heart Association (AHA), Society of Health and Physical Educators Nevada (SHAPENV), Las Vegas Golden Knights, Las Vegas Aces, Las Vegas Desert Dogs, Southern Nevada Pickleball Association, Netball America, Southern Nevada Health District (SNHD), Nevada Department of Agriculture (NDA), and Las Vegas Metropolitan Police Department (LVMPD).
 19. Serves as the District wellness coordinator; monitors and implements student wellness activities in alignment with District policy and Nevada Revised Statutes (NRS) for all elementary and secondary schools.
 20. Develops, monitors, and implements grant-funded projects and programs related to the position, such as the CrossFit program and Signs of Suicide.
 21. Develops, monitors, and plans expenditures within assigned budget for health.
 22. Develops, monitors, and plans expenditures within assigned budget for Physical Education.
 23. Develops, monitors, and plans expenditures within Title II Budget.
 24. Supervises and evaluates the performance of assigned staff.
 25. Interpret District policy and procedures related to health, physical education, and driver education for parents, teachers, administrators, and other interested groups.
 26. Facilitate the selection and supervision of teacher task forces for health and physical education for the curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.

27. Facilitate the selection process for members of the Sex Education Advisory Committee in alignment with NRS 389.036 and CCSD Regulation and policy 6123.
 28. Work with the School Board Office and the Board of School Trustees for the appointment of members to the Sex Education Advisory Recommending Committee.
 29. Collaborate with region leadership and/or designee(s) to accomplish District goals.
 30. Establish and maintain relationships with administrators at elementary schools, middle schools, high schools, charter schools, colleges and universities, and state and federal agencies.
 31. Attend to written and verbal correspondences regarding curriculum and instruction.
 32. Manage multiple projects and responsibilities simultaneously and prioritize accordingly.
 33. Performs other duties related to the position, as assigned.
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Position Expectations

1. High level of self-confidence, initiative, self-direction, and motivation.
2. Willingness to maintain a flexible work schedule that conforms to project needs including evening and weekend events.
3. Effective communication, collaborative, and interpersonal skills.
4. Effective skills in planning, organizing, and coordinating projects.
5. Excellent verbal, written, and presentation skills.
6. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC).
7. Knowledge of District budgetary processes.
8. Knowledge of adopted health and physical education Tier I instructional materials.
9. Knowledge of best practices and current research of curriculum and educational issues along with meeting the needs of English Language Learners (ELL) and Special Education students.
10. Knowledge of District or school level instructional planning and curricular design.
11. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
12. Knowledge of District policies and regulations.

13. Knowledge of legalities associated with personnel management and supervision.
 14. Knowledge of national, state, and District accountability initiatives related to student achievement.
 15. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
 16. Knowledge of negotiated contracts for all employee groups.
 17. Knowledge of District organizational structure and related personnel.
 18. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
 19. Knowledge of project planning, management, and evaluation theory and practices.
 20. Knowledge of current state and local student assessments.
 21. Ability to work cooperatively with other departments within the District and with other agencies at the university, state, and national level.
 22. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 23. Ability to work under pressure and meet deadlines.
 24. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
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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 the time of appointment to the position, a Nevada administrative endorsement, as appropriate.

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 the 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. Detailed knowledge of and experience with effective curriculum development and instructional practice/strategies pertaining to health, physical education, and

driver education.

Preferred Qualifications

1. Current or previous experience as an administrator in an elementary, secondary, or related setting.
2. Successful experience in leading professional learning sessions for teachers and administrators in health, physical education, and driver education.
3. Strong curriculum background and experience with instructional planning and leadership at a school or school district level.

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: 02/02/23
- Created: 08/31/17