

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III - SAFE AND DRUG FREE SCHOOLS**

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Reference Code: A447

Division: Curriculum and Professional Development

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position provides leadership in the areas of professional development and program development for the Clark County School District Safe and Drug Free Schools Program. Responsibilities include coordinating components of the Safe and Drug Free Schools Program in collaboration with Area Associate Superintendents and/or designee(s) to accomplish area professional development goals as well as serving as a liaison to various related community agencies. This position is directly responsible to the Director, Guidance and Counseling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Coordinate and supervise the implementation of assigned components of the Clark County School District Safe and Drug Free Schools Program grant.
2. Provide site administrators and school staff with appropriate support and assistance in the implementation of Safe and Drug Free Schools Program training.
3. Develop and implement criteria for selection of supplementary Safe and Drug Free Schools Program material.
4. Develop Safe and Drug Free Schools Program material including informational brochures, manuals, and other items, as required.
5. Serve as the community liaison for the Safe and Drug Free Schools Program including representing the Clark County School District in community-wide activities related to safe and drug free agencies.
6. Serve as District representative for the Safe and Drug Free Schools Program at District, community, state, and national meetings and conferences.
7. Serve as the program liaison with the Clark County School District School Police and other law enforcement agencies.
8. Supervise and evaluate the performance of assigned staff.
9. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Effective communication, collaborative, and interpersonal skills.
2. Excellent verbal, written, and presentation skills.
3. Effective skills in planning, organizing, and coordinating activities.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

1. Hold or be able to acquire appropriate Nevada teaching license.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated ability to work effectively with school and administrative personnel, peers, and others.

Preferred Qualifications:

1. Present or previous experience in developing and conducting staff training related to Safe and Drug Free Schools Programs.
2. Experience working cooperatively with various departments within the Clark County School District and with other local and state agencies.
3. Currently trained as a substance abuse prevention specialist through the Western Center for the Application of Prevention Technologies (Western CAPT).
4. Knowledge of the substance abuse and violence prevention community in Clark County.
5. Experience establishing and implementing broad-based training programs.
6. Strong facilitation and presentation skills.
7. High level of self-confidence, initiative, and motivation.
8. Experience in developing comprehensive prevention plans based on the Center for Substance Abuse Prevention's model and best practices.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.