

Coordinator III, Data Analyst

Position Details

Job Code: U7402

Reference Code: A231

Division/Unit: English Language Learner

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership in the areas of research, compliance, technology support, and data gathering and analysis to administrators and teachers in support of the Clark County School District's Master Plan for English Language Learner (ELL) Success implementation and provide technical assistance with interpretation of English language best practices and instructional technology strategies. The individual selected for this position will be directly responsible to the Assistant Superintendent, English Language Learner Division (ELLD), Academic Unit.

Essential Duties and Responsibilities

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

1. Assist teachers, principals, program directors, and school associate superintendents in implementation of ELL Master Plan, specifically with integrating instructional technology in support of language development and content.
2. Assist with data gathering, analysis, and interpretation.
3. Maintain division website and supervise technology support.
4. Maintain databases for Budget, Translation Services, and Foreign Transcripts.
5. Administer and implement existing grants and their related budgets.

6. Participate in regular site visits to schools to review instructional technology programs.
 7. Design data visualization tools, support professional and virtual learning teams.
 8. Collaborate with administrators and project facilitators within and outside the ELL Division with the purpose of promoting the District's ELL Master Plan.
 9. Collaborate with administrators to ensure technology integration program alignment with research-based instruction and scaffolds for English language learners.
 10. Demonstrate knowledge regarding English language K-12 educational issues, mandates, and trends that effect student achievement, teacher effectiveness, and school management.
 11. Collaborate with leadership teams, District departments, and local and national agencies to support region/school English language initiatives.
 12. Provide teachers and administrators with assistance in instructional technology methodology and appropriate materials for ELL Master Plan.
 13. Proactively seek out resources, research, and information on models and strategies in other successful school districts.
 14. Serve as a liaison between English Language Programs and the regions, schools, parents/guardians, and citizens of Clark County regarding to instructional technology and data analysis and reporting.
 15. Perform other duties related to the position, as assigned.
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Position Expectations

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

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Educational emphasis and experience in technology integration or related field.
3. Demonstrated experience in website and database design and development.
4. Demonstrated experience in data analysis.
5. Demonstrated experience in designing, facilitating, and evaluating professional development.
6. Effective experience in team leadership, demonstrating diplomacy, judgment, problem solving, and accountability.
7. Successful performance in the position held at the time of application.

Preferred Qualifications

1. English as a second language (ESL)/bilingual teaching experience, preferably Spanish.
2. Hold a Nevada Teaching English as a Second Language (TESL) and/or bilingual endorsement.
3. Thorough knowledge of the District's ELL Master Plan.

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: 05/03/22
- Created: 07/15/16