

Coordinator III – Adult Education

Position Details

Job Code: U7402

Reference Code: A225

Division/Unit: Education Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will coordinate the Adult High School Diploma Program, the High School Equivalency (HSE) Testing Program, the English Language Learner (ELL) Program, and the Adult Education Career Center for the Adult Education Department. This position is directly responsible to the Director IV, Adult Education Department, Education Services Division (ESD), 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. Supervise, coordinate, and evaluate day-to-day operations and management of school support professional personnel and counseling and registrar services at the student intake center.
2. Supervise and coordinate high school diploma services, including graduation ceremonies.
3. Monitor classroom instruction and management; assist teachers with instructional issues and in responding to and resolving student discipline and any other disruptions of the educational process.

4. Supervise/coordinate all services related to the Infinite Campus database including provisioning of educator assignments, rights to staff, creation of courses, sections, period schedules, and correction of errors.
5. Coordinate enrollment, pre-assessment, and placement procedures for students.
6. Supervise and coordinate the Adult Education concurrent student partnership and non-partnership programs.
7. Direct activities necessary to support a program of student counseling related to program selection, test requirements, credit evaluation, and course requirements.
8. Develop and maintain procedures for grade and credit reporting and posting.
9. Prepare and/or revise communications and handbooks for the adult education programs, as necessary.
10. Assist the Chief HSE Examiner with coordination of HSE instruction, test implementation, and analysis of data.
11. Interpret, communicate, and implement the Clark County School District's (CCSD) identified goals as they apply to the adult education program.
12. Select, assign, and supervise staff; provide appropriate in-service professional learning to meet specific needs of individuals and school departments; coordinate procedures which are conducive to job effectiveness and satisfaction; evaluate assigned staff in accordance with CCSD procedures.
13. Coordinate and manage the Adult Education vehicle fleet used by staff for visits with community partners and off-site classrooms.
14. Establish an effective system for communicating school matters with staff, students, parents/guardians, and the community.
15. Assign department educators to class sites.
16. Coordinate facility maintenance, safety, and campus improvements, as needed.
17. Coordinate the School Safety and Automated External Defibrillator (AED) Emergency Response Teams and required activities.
18. Establish and maintain accurate records for distribution of laptops, hotspots, and other equipment loaned to eligible students.
19. Recommend courses of study, develop course outlines, and implement a curriculum designed to provide a general high school education and/or occupational-technical training for students.
20. Identify and facilitate community partnerships with businesses and develop a positive educational environment to conduct classes.
21. Monitor and develop a plan for any mandatory test administration that complies with all CCSD and state requirements.
22. Organize and conduct professional learning and communications for District counselors and administrators, as needed, regarding adult education programs, guidelines and procedures, and credit retrieval options.

23. Create timely reports of student enrollment and performance data documented in Infinite Campus for educational decision-making, customizing ad-hoc reports, as needed.
 24. Work with the Executive Director to establish procedures for utilizing the school's/department's budget with appropriate staff involvement and in a manner consistent with CCSD's budgeting procedures and regulations.
 25. Identify and initiate requests to purchase textbooks, online educational programs and resources, instructional supplies, and necessary equipment for the Adult Education Department.
 26. Supervise/Conduct professional learning for designated staff professional learning days and the opening and closing of school.
 27. Create the mandatory annual Adult High School Reporting System workbook for the Nevada Department of Education (NDE), the program document for which all future Adult Education funding is determined.
 28. Supervise, review, and create the mandatory annual Adult High School Reporting System workbooks for the NDE comprising all other Clark County Adult Programs, i.e., Desert Rose Adult High School, High Desert State Prison Adult Education High School, High Desert State Prison Youthful Offender Program, Florence McClure Women's Correctional Adult High School, and Southern Desert Correctional Center Adult High School.
 29. Develop and/or review and revise opening and closing procedures for department programs.
 30. Coordinate and produce requests and annual auditing reports required by the NDE.
 31. Performs other duties related to the position, as assigned.
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Position Expectations

1. Understanding of and sensitivity to the needs of the various cultural and ethnic groups in the school community.
2. Ability to communicate clearly orally and in writing.
3. Ability to establish and maintain an effective working relationship with District administrators, licensed, and support professional employees, substitutes, and outside agency representatives.
4. Ability to quickly make sound and effective judgments regarding a variety of administrative and educational issues
5. Ability to multitask in a fast-paced, quickly changing environment.
6. Ability to schedule and develop contingency plans for licensed and support ~~staff~~ professional coverage over an extended work day.

7. Ability to regularly compile registration, enrollment, positive attendance, and performance data to drive instructional leadership and decision-making.
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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, the appropriate Nevada administrative endorsement, if applicable.

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 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. Knowledge of and experience with adult education and/or alternative programs.
2. Knowledge of and experience with an approved High School Equivalency Program.
3. Knowledge of and experience with a comprehensive guidance and counseling program.
4. Knowledge of and experience with school registration, office operations, curriculum, instruction, Infinite Campus, and CCSD test security/administration.
5. Working knowledge of laws, policies, and regulations governing Adult Education.
6. Knowledge and understanding of District policies, regulations, and procedures to include state educational requirements.

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: 05/05/22
- Created: 12/05/08