

# Coordinator III, Foster Care

## Position Details

Job Code: U7402

Reference Code: A236

Division/Unit: Education Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as a unified employee to oversee the provision of services for students in foster care and after-school care programs. This position is directly responsible to the Director IV, Education Services Division (ESD), College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Utilizes the standards required under federal law to determine appropriate school placement for students in foster care that will ensure stability and support for academic success.
2. Provides oversight and monitors compliance for adherence to federal and state law related to students in foster care.
3. Provides procedural assistance to administrators, teachers, parents/guardians, and families regarding school placement for students in foster care.
4. Work with schools to facilitate communication with the after-school care programs and assist with resolving any concerns.

5. Facilitates and participates in meetings with stakeholders in the Clark County School District and the community regarding issues related to students in foster care.
  6. Collaborates with the Transportation Department to develop and implement procedures for transporting students in foster care to their schools of origin, including how the transportation will be provided, arranged, and funded.
  7. Provides recommendations to the District for continual improvement of services to students in foster care.
  8. Develops and provides appropriate professional development to District personnel and community stakeholders regarding the provision of services to students in foster care required by the McKinney-Vento Act and Every Student Succeeds Act (ESSA).
  9. Provides guidance to elementary schools in the completion of annual academic plan for foster care students to manage educational development, in accordance with Nevada Revised Statute (NRS).
  10. Serves in a problem-solving capacity to provide advice and technical assistance to school-based administrators, ESD administration, central office staff, and other District personnel on concerns affecting students in foster care.
  11. Directs and participates in the preparation and maintenance of state-required data and documentation.
  12. Compares and reconciles foster care student lists from the Clark County Department of Family Services (DFS) and the District.
  13. Oversees districtwide maintenance of appropriate documentation of students in foster care in a confidential manner.
  14. Performs a needs assessment to determine training modules for District personnel and community stakeholders related to students in foster care.
  15. Collects and analyzes data for presentation to District administrators, staff, and community stakeholders related to students in foster care.
  16. Utilizes data to drive decision-making regarding the academic growth and social-emotional well-being of students in foster care.
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## **Position Expectations**

1. Knowledge of applicable laws, codes, regulations, policies, and procedures related to foster care.
2. Knowledge of local, state, and federal laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), McKinney-Vento Act, and ESSA.
3. Ability to plan and organize work and set priorities.

4. Ability to gain cooperation and to lead and direct staff in a professional and sensitive manner.
  5. Working knowledge of the school improvement process.
  6. Ability to create spreadsheets for tracking of expenditures, equipment, parent/guardian involvement, and professional learning activities.
  7. Skilled in communicating and working with the public.
  8. Understanding of and sensitivity to the needs of various cultural and ethnic groups.
  9. Willingness to maintain a flexible work schedule which adapts to the needs of the program.
  10. Demonstrated high level of self-confidence, motivation, initiative, and diplomacy.
  11. Interpersonal skills using tact, patience, and courtesy.
  12. Demonstrated ability to work under pressure, meet deadlines, and manage more than one (1) project at a time.
  13. Ability to serve as liaison, as appropriate, to community groups, public agencies, and District personnel.
  14. Ability to plan and prepare professional development activities for staff and/or community.
  15. Ability to coordinate support services for student success in alignment with District policies and regulations.
  16. Ability to communicate clearly and effectively both orally and in writing.
  17. Ability to establish and maintain an effective working relationship with District administrators, licensed employees, and support professional employees and with outside agency representatives.
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## **Position Requirements**

### **Education and Training**

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

### **Licenses and Certifications**

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. Experience with analyzing and interpreting data and providing statistical analysis assistance to all stakeholders.

## **Preferred Qualifications**

1. Working knowledge of at-risk or homeless youth.
2. Demonstrated experience in working with adults and community representatives.
3. Experience with storage and retrieval of confidential student information.

**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: 09/09/22
- Created: 05/05/16