

Coordinator III, Attendance Enforcement/Shared Housing

Position Details

Job Code: 7402

Reference Code: A448

Division/Unit: Education Services

Classification: Professional-Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for supporting the overall management of the Clark County School District's school attendance and truancy services. This position will serve as the primary Attendance Enforcement/Chronic Absenteeism administrator and will implement and coordinate the program for Shared Housing for the Education Services Division (ESD). The individual selected for this position will be directly responsible to the Assistant Superintendent of 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. Assists the assistant superintendent with administrative assignments related to the operation of the ESD, as appropriate.
2. Provides supervision, consultation, and development of the senior attendance officer to ensure job effectiveness.
3. Provides supervision, consultation, and oversight of the shared housing enrollment pilot and the implementation of the new program.

4. Provides a mechanism for meaningful input from support professionals, administrators, educators, and central office, as appropriate.
 5. Provide pertinent information, report progress and needs, and recommendations necessary actions concerning ESD.
 6. Interprets Clark County School District regulations, policies, and Nevada Revised Statutes (NRS) for District personnel, parents/guardians, and agencies, or refer inquiries to appropriate entities.
 7. Updates applicable District regulations and policies, per NRS, following legislative sessions.
 7. Interprets and enforces the Family Educational Rights and Privacy Act (FERPA).
 8. Assists with preparation of reports.
 9. Assists with special projects and programs, as assigned.
 10. Provides assistance to parents/guardians, community members, and employees related to District policies and procedures.
 11. Monitors chronic absenteeism efforts/initiatives.
 12. Supervises and evaluates the performance of assigned staff.
 13. Perform other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Proficient in the use of Microsoft Excel, Microsoft Word, G-Suite, Infinite Campus, and familiarity with lottery and application systems.
 3. Knowledge of District policies and regulations.
 4. Ability to communicate clearly, both orally and in writing.
 5. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
 6. Knowledge and ability to project plan, aligning and managing activities toward execution of identified goals.
 7. Must be customer-oriented using tact, patience, and courtesy.
 8. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
 9. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
 10. Strong analytical, reasoning, and critical thinking skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university; or,
A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree and license and certificate requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a 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. Knowledge and/or experience in student enrollment processes and procedures.
3. Demonstrated experience in data analysis and program evaluation.
4. Successful performance in the position held at time of application.

-OR-

5. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
6. Knowledge and/or experience in student enrollment processes and procedures.
7. Demonstrated experience in data analysis and program evaluation.
8. Successful performance in the position held at time of application.

Preferred Qualifications

1. Currently hold a bachelor's degree or higher from an accredited college or university.
2. Demonstrated experience in project management.
3. Demonstrated experience supporting schools and departments.

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: 06/02/22
- Created: 06/02/22