

Coordinator IV, Due Process

Position Details

Job Code: U7403

Reference Code: A460

Division/Unit: Education Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as the hearing officer for student due process proceedings and supervises districtwide programs monitoring student safety. This position is directly responsible to the Assistant Superintendent, 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. Assist the Assistant Superintendent with administrative assignments related to the operation of the ESD, as appropriate.
2. Direct the evaluation, organization, and operation of all department programs and services with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
3. Direct the selection, orientation, training, and development of assigned staff to ensure job effectiveness; provide consultative and information services for teachers, parents, administrators, and other interested entities.
4. Provide a mechanism for meaningful input from support professionals, administrators, and central office staff in the development and operation of the ESD, as appropriate.

5. Provide pertinent information, report progress and needs, and recommend necessary actions concerning the ESD to the Assistant Superintendent.
 6. Provide appropriate due process procedures for schools, students, and parents and facilitate all hearing panels as the District's appointed hearing officer.
 7. Facilitate, process, and prepare all expulsion review board hearings for Clark County School District Board of School Trustees action.
 8. Interpret Clark County School District regulations, policies, and Nevada Revised Statutes (NRS) for District personnel, parents/guardians, and agencies, or refer inquiries to appropriate entities.
 9. Update applicable District regulations and policies, per NRS, following legislative sessions.
 10. Interpret and annually update the District K-12 Student Code of Conduct.
 11. Supervise the GoGuardian Beacon and SafeVoice programs, assist school and District personnel with implementation and execution, and provide applicable data to division and unit leadership.
 12. Supervise the receiving and processing of homeschool forms and documentation for the Nevada Department of Education (NDE).
 13. Interpret and enforce the Family Educational Rights and Privacy Act (FERPA).
 14. Prepare and provide in-service programs for District administrators, teachers, and support professionals, as needed.
 15. Participate in public relations endeavors relative to student affairs upon request of the District and the various public information media entities.
 16. Assist in implementing all District initiatives approved by the Board of School Trustees.
 17. Supervise and evaluate the performance of assigned staff.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of at-risk programs and professional learning for teachers of at-risk students.
2. Ability to communicate clearly both orally and in writing.
3. Ability to act as the District's representative in due process hearings.
4. Ability to utilize and promote use of participatory management techniques.
5. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.

6. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
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Position Requirements

Education and Training

Master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

Have previously demonstrated at least five (5) years of successful teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement (or) have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.

Preferred Qualifications

Knowledge of alternative programs and disciplinary due process of the District relating to students.

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: 04/05/22
- Created: 12/05/08