

# Coordinator III – Pupil Personnel Services

## Position Details

Job Code: U7402

Reference Code: A579

Division/Unit: Education Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the Clark County School District's discrimination based on race, bullying/cyberbullying expert. This includes assisting site-based administrators with complex and multifaceted bullying investigations. This position will assign District adjudicated youth from an Academic Center and youth releasing from institutional programs back into a comprehensive school. Responsibilities further include providing educational, instructional, and technical assistance to principals, staff, parents/guardians, and other administrators at schools regarding student disciplinary issues. This position is directly responsible to the Executive Director, Alternative Services, Education Services Division (ESD).

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## Essential Duties and Responsibilities

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

1. Assists with the placement of students referred to the ESD into appropriate educational programs.
2. Provides technical support to administrators and staff providing instructional and related services for students attending ESD schools/programs.

3. Collaborates with the Assistant Superintendent and Director, ESD to accomplish both District and ESD goals.
  4. Provides assistance and technical support to division administrators in providing staff/professional learning and in-service training for all personnel within the division.
  5. Assists the Assistant Superintendent with special projects.
  6. Provides assistance to state and District entities to ensure complete coordination and compliance of accountability reporting procedures with regards to discrimination based on race, bullying/cyberbullying.
  7. Interprets and applies federal and state laws, policies, and statutes relevant to ESD schools and programs with regards to discrimination based on race, bullying/cyberbullying
  8. Reviews and monitors implementation and progress of initiatives contained in school improvement planning, as related to ESD schools and programs.
  9. Assists in providing pertinent information, reports progress and needs, and recommends necessary actions concerning services to District administrators with regards to discrimination based on race, bullying/cyberbullying.
  10. Makes recommendations to ESD administrators regarding student discipline issues.
  11. Interprets District regulations, policies, Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) for District personnel, students, parents/guardians, and agencies, or refer inquiries to appropriate entities.
  12. Provides assistance in monitoring schools to ensure compliance provided in NRS and NAC with regards to discrimination based on race, bullying/cyberbullying.
  13. Serves in a problem-solving capacity to school personnel and parents/guardians.
  14. Performs 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. Knowledge of District policies and regulations; knowledge of NRS and the NAC and ability to apply to the education of pupils; knowledge of Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) and their application for educational settings.
3. Knowledge of human growth and development and its interface with education and educational settings.
4. Knowledge of Nevada Academic Content Standards (NVACS).
5. Knowledge of disciplinary due process relating to students.

6. Possess excellent verbal, written, and presentation skills.
  7. Ability to act as the District's representative within discrimination based on race, bullying/cyberbullying investigations.
  8. Ability to utilize and promote the use of participatory management techniques.
  9. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
  10. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.
  11. Ability to manage multiple projects and meet deadlines.
  12. Possess a high degree of conflict resolution and management skills and utilize effective problem solving strategies; possess effective collaborative and interpersonal skills.
  13. Effectiveness in planning, scheduling, and allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes and accepting responsibility for actions and consequences.
  14. Experience with instructional planning at the school and District-level.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

1. Must possess or be able to acquire by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

### **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. A minimum of three (3) years' experience as a contracted administrator in an accredited K-12 public or private school or recent successful academic leadership experience as a contracted administrator. Leadership experience may

include, but is not limited to school administration, District administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, or educational technology.

3. Experience with school accountability in terms of data analysis to systemic school improvement planning.

## **Preferred Qualifications**

1. An earned master's degree from an accredited college or university.
2. Contractual experience as a secondary dean of students or elementary school assistant principal.
3. Experience conducting professional learning activities/trainings.
4. Knowledge of application of all policies and procedures related to District regulations for alternative education and expulsion procedures.
5. Effective skills in providing professional learning to staff, teachers, and administrators.
6. Ability to lead a diverse administrative and teaching staff to implement effective educational practices and strategies.
7. Knowledge of the Individuals with Disabilities Education Act (IDEA).

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **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: 09/26/23
- Created: 04/20/22