

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III – STUDENT ADJUDICATION**

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Reference Code: A561

Division: Education Services

Classification: Professional-Technical

Terms of Employment: Range 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 chief adjudication and hearing officer. This includes assignment of adjudicated youth from institutional programs. Responsibilities further include providing educational, instructional, and technical assistance to principals, staff, parents, and other administrators at schools regarding student disciplinary issues. This position is directly responsible to the Director, Department of Pupil Personnel Services (DPPS), Education Services Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Provide appropriate due process procedures for schools, students, and parents as primary hearing officer.
2. Assist with the placement of students referred to the Education Services Division into appropriate educational programs.
3. Provide technical support to administrators and staff providing instructional and related services for students attending Education Services Division schools/programs.
4. Collaborate with the Associate Superintendent, Education Services Division, and Director, Department of Pupil Personnel Services (DPPS), Education Services Division, to accomplish both Clark County School District and Education Services Division goals.
5. Provide assistance and technical support to division administrators in providing staff/professional development and in-service training for all personnel within the division.
6. Assist the associate superintendent with special projects.
7. Provide assistance to state and District entities to ensure complete coordination and compliance of accountability reporting procedures.
8. Interpret and apply federal No Child Left Behind (NCLB) and state laws, policies, and statutes relevant to Education Services Division schools and programs.
9. Identify and assist in providing specific training needs for individual schools in the Education Services Division.
10. Review and monitor implementation and progress of initiatives contained in school improvement planning, Adequate Yearly Progress (AYP), and NCLB, as related to Education Services Division schools and programs.
11. Assist in providing pertinent information, report progress and needs, and recommend necessary actions concerning services to the Education Services Division administrators.
12. Make recommendations to Education Services Division administrators regarding student discipline issues.
13. Interpret District regulations, policies, Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) for District personnel, students, parents, and agencies, or refer inquiries to appropriate entities.
14. Interpret and enforce the Family Educational Rights and Privacy Act (FERPA).
15. Participate in public relations endeavors relative to student affairs upon request of District and various public information media entities.
16. Provide assistance in monitoring schools to ensure compliance provided in Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).
17. Serve in a problem-solving capacity to school personnel and parents.
18. Perform other duties related to the position, as assigned.

**POSITION REQUIREMENTS:**

Education and Training:

An earned bachelor's degree from an accredited college or university 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:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

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 development activities/trainings.
4. Knowledge of application of all policies and procedures related to Clark County School District regulations for alternative education and expulsion procedures.
5. Knowledge of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) pertinent to alternative education and discipline of students.
6. Effective skills in providing professional development to staff, teachers, and administrators.
7. Thorough knowledge due process and of federal and state law related to No Child Left Behind (NCLB) and the Family Educational Rights and Privacy Act (FERPA).
8. Ability to lead a diverse administrative and teaching staff to implement effective educational practices and strategies.
9. Knowledge of the Individuals with Disabilities Education Act.

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

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.