

Coordinator III, Employee Performance Management

Position Details

Job Codes: U7402

Reference Code: A084

Division/Unit: Facilities Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to align administrators and supervisors with discipline proceedings and compliance with Clark County School District (CCSD) policies and regulations. The position will issue written communication to enforce standards and expectations of the Facilities Services Unit (FSU) in an effort to increase efficiency and quality of work through compliance with rules and directives. This position will work frequently with other departments within CCSD including the Office of the General Counsel, Police Services, and region administrators. This position is directly responsible to the Director I, Employee Engagement and Performance Management, FSU.

Essential Duties and Responsibilities

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

1. Develops, recommends, interprets, and evaluates department policies, regulations, procedures, and standards pertaining to maintenance, custodial, and grounds.
2. Investigates, drafts, and issues maintenance, grounds, and custodial employee discipline, suspension, and dismissals.

3. Assists supervisors and managers with discipline, leave procedures, and compliance.
 4. Provides support to school-based administrators in discipline of employee behavior that conflict with policies and procedures.
 5. Consults with the Office of the General Counsel in the implementation of contract management and legal matters as they pertain to staff.
 6. Presents information on behalf of the FSU in employee grievance hearings.
 7. Investigates internal and external complaints.
 8. Reviews employee discipline cases and determines appropriate level of discipline.
 9. Cooperates with the Human Resources Unit (HRU) to assure consistency in decisions and communications to staff concerning CCSD regulations and procedures regarding leave of absences, maintenance of employee personnel files, and accrual/use of sick and other leaves.
 10. Facilitates sick leave reviews and makes recommendations regarding the appropriate use of leaves in accordance with the provisions of the negotiated agreements.
 11. Facilitates the preparation and organization of all supporting documentation for presentation at appeal meetings.
 12. Provides administrative support with the analysis of districtwide data regarding the use of employee leaves and provide other analytical information, as required.
 13. Represents the FSU in administrative hearings (grievance, suspension, dismissals, etc.).
 14. Trains staff in supervisory, evaluation, and disciplinary procedures.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Extensive knowledge of the principles of sound workplace investigation and evidence procedures.
2. Knowledge of the negotiated agreements between CCSD and the Education Support Employees Association (ESEA) and the Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE).
3. Extensive knowledge of duties, standard procedures, and required professional judgment of grounds, custodial, and maintenance work.
4. Knowledge of best practices of management, supervisors, and leadership.
5. Interpersonal skills and experience in conflict resolution.
6. Excellent verbal and written communication skills.

7. Ability to effectively interpret, apply, and articulate bargaining agreement provisions and CCSD policies and regulations, as they relate to personnel matters.
 8. Ability to review, examine, and discuss documents and exhibits that may be offensive and disturbing.
 9. Ability to read and interpret negotiated agreements and CCSD policies and regulations as they apply to FSU employees and discipline.
 10. Ability to interact effectively and diplomatically and to work in cooperation with CCSD staff at all levels as well as outside entities.
 11. Ability to work effectively under constant deadlines and time constraints.
 12. Ability to consistently perform and react professionally and effectively under pressure in a fast-paced environment with constant interruptions and often-conflicting demands.
 13. Ability to delegate tasks appropriately and oversee the successful completion of the delegated assignments.
 14. Ability to navigate through basic computer programs (computerized maintenance management system [CMMS], attendance software, Microsoft Office, Access, Zonar Global Positioning System [GPS], etc.).
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university and three (3) years successful experience related to the position may be substituted for the master's degree requirement 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. A minimum of two (2) years supervisory experience of at least 50 service technicians, custodial, grounds, or maintenance personnel.

Preferred Qualifications

None specified.

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

AA/EOE Statement

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, 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: 02/21/25
- Created: 08/12/14