

Coordinator IV, Demographics and Zoning

Position Details

Job Code: U7403

Reference Code: A286

Division/Unit: Facilities Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to oversee and participate in the collection, analysis, and projection of school staffing, student growth, housing development, and Clark County School District capacity data. This position is directly responsible to the Director II, Demographics, Zoning, and Geographic Information System (GIS), Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Coordinates attendance-zoning activities, including facilitating Attendance Zone Advisory Commission (AZAC) and public input meetings, participates in preparation of the zoning agenda for presentation to Clark County School District Board of Trustees.
2. Directs activities related to space needs, including enrollment projections (districtwide and staffing), program capacities, building utilization, and portable classroom assignment and new portable building purchases.

3. Facilitates public input meetings for zoning; presents information regarding new school sittings, enrollment projections, and space needs and/or calendar conversions.
 4. Develops, recommends, and distributes districtwide enrollment projection and school-by-school staffing projection data; collaborates with site-based, region, and central office administrators to adjust final staffing projections.
 5. Performs analysis of technical of statistical data to develop reports and recommendations regarding new school sites, calendar conversions, space requirements, and evaluation of proposed changes to the desegregation plan.
 6. Consults with District employees, outside organizations, and the public, as necessary, to coordinate activities, to resolve issues and conflicts, to provide training and/or information, and to exchange information, including representing the District as a member of Southern Nevada Association Population Projection Estimation Committee (SNAPPE) and serving on the District Magnet School Task Force and New School Design Committee.
 7. Trains, supervises, and evaluates assigned staff.
 8. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of ARC/GIS System Software.
 2. Ability to calculate mathematical computations.
 3. Ability to design and perform research activities involving geographic data gathering and automated analysis.
 4. Ability to read and interpret floor plans.
 5. Ability to utilize ARC/GIS as a planning tool.
 6. Ability to successfully present data to large groups.
 7. Ability to coordinate and facilitate activities among District personnel, and other various entities regarding student safety and development data.
 8. Ability to perform technical research; study, analyze, and compile technical and statistical data, and prepare and make recommendations based on the research.
 9. Ability to analyze complex problems and develop solutions.
 10. Ability to successfully communicate verbally and in writing.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university, preferably with emphasis in the area(s) of urban or regional planning, city/government planning, demography statistics, mathematics, or economics 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 with at least two (2) years demographic analysis and/or demographic projection experience.

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

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: 12/09/08