



# Coordinator III, Accelerated Licensure Teacher Academy (ALTA) Program and Preservice Placements

## Position Details

Job Code: U7402

Reference Code: A951

Division/Unit: Human Resources

Classification: Professional-Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

---

## Position Summary

This position functions to provide leadership in the areas of recruitment and development of teacher candidates in hard-to-fill areas and/or subjects including, but not limited to: recruitment of ALTA programs candidates, pre-service placements, program development and implementation, and employee development. Responsibilities include coordination of activities for all aspects of pre-service, ALTA, onboarding, and evaluation for the Clark County School District. This position reports directly to the Director, Recruitment and High Need Areas but works closely with the Executive Director, Recruitment and Development, Human Resources Division (HRD).

---

## Essential Duties and Responsibilities

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

1. Designs, develops, coordinates, and conducts professional learning activities for various pre-service and employee groups.
  2. Designs, develops, and implements, in collaboration with the Employee Onboarding and Development Department, systems for tracking and reporting ALTA employee progress in meeting state requirements for licensure.
  3. Collaborates with internal and external stakeholders to accomplish School and Department Recruitment, and Human Resources Division goals.
  4. Utilizes recruitment and vacancy data to determine District ALTA program needs, and oversees the ALTA application and selection process in coordination with the Recruitment and High Need Areas department.
  5. Analyzes recruitment trends, costs, and numbers to determine the most effective recruitment return on investment and to adapt and change strategies based on changing needs or contexts.
  6. Assists in marketing and branding of recruitment efforts.
  7. Coordinates multiple stakeholders within the college/university system to provide high-quality teacher candidates and to create additional teacher pipelines for hard-to-fill areas to meet hard-to-fill needs.
  8. Identifies trends in the teacher education programs of partnering universities/colleges via survey data from first-year teachers, cooperating teachers, and administrators.
  9. Designs, develops, coordinates, and conducts professional learning activities for pre-service candidates in collaboration with Recruitment and Development staff.
  10. Seeks partnerships with universities/colleges identified as having high-quality teacher education programs in an effort to place more pre-service teachers in District schools.
  11. Provides leadership in the identification, development, and implementation of research-based pre-service programs and employee professional learning.
  12. Monitors assigned budgets, as appropriate.
  13. Trains, supervises, and evaluates the performance of assigned staff.
  14. Performs other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Strong facilitation and presentation skills.
2. Ability to direct work of support staff employees, fostering an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.

3. Ability to implement and monitor effective processes to ensure accuracy and compliance.
  4. Ability to analyze problems, suggest solutions, and implement resolutions.
  5. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
  6. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
  7. Ability and desire to establish positive relationships with persons regardless of 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, with an active commitment to equal opportunity for all students and staff.
  8. Ability to travel, as needed.
- 

## **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**

None specified.

### **Experience**

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

### **Preferred Qualifications**

1. One (1) year experience as an administrator in a related position.
2. Experience as an instructor or trainer which included conducting presentations, demonstrations, trainings, etc., related to employee professional learning.

**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: 05/03/22
- Created: 11/24/08