

# Coordinator IV, Administrative Services

## Position Details

Job Code: U7403

Reference Code: B060

Division/Division: Human Resources

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to plan, coordinate, and enhance the systems, processes, and procedures for the implementation of operations and activities related to the recruitment and selection process for unified personnel as well as directing the pool processes; focusing on the development of performance tasks, calibration of scoring, conducting pre-screener activities, assessing, recommending, effectuating the hire, and refining the use of the pre-screener by collecting and managing data to increase quality of candidate data provided to the administrative position owner. Initiates succession planning processes and procedures in collaboration with Curriculum and Instruction Division (CID) and Clark County School District leadership to establish a talent development program. This position is directly responsible to the Assistant Human Resources Officer, Administrative Services and Talent Acquisition Teams (TAT), Human Resources Division (HRD).

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## Essential Duties and Responsibilities

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

1. In accordance with District regulation, oversees the recruitment, selection, and appointment process for unified positions to include advertising of positions, review of applicant files, conduct selection processes (screening, interview, final assessment), and appointment approval and notification.
2. Directs and maintains the Aspiring School Administrator Pool Process to include the development of performance tasks, calibration of scoring, assessing, and recommending.
3. Directs and maintains the Aspiring Principal Pool Process to include the development of performance tasks, calibration of scoring, assessing, and recommending.
4. Screens the files of administrative applicants including the use of categorized pre-screener data to ensure the right talent is identified to meet the needs of the administrative position owner; collaborates with position owners to eliminate bias on legally protected characteristics and status.
5. Oversees applicant processes to include requisition processing, applicant qualification, SCOPE, Federal Bureau of Investigation (FBI), Employee-Management Relations (EMR), and background check reviews and implements recommend for hire procedures.
6. Collaborates with the Strategic Budget Department when staffing, promoting, and reassigning school-based administrators.
7. Researches, develops, and provides job specific interview questions that are strategically aligned to the administrative system of evaluation and the success factors established within it to support administrative position owners as part of the selection process.
8. Identifies, enlists, and collaborates with current administrators to serve as graders and interviewers in support of the Aspiring School Principal Pool; directs calibration activities to ensure accuracy of scoring.
9. Manages multiple projects and responsibilities simultaneously, develops and tracks project timelines, and prioritize accordingly.
10. Effectively interprets and applies federal and state laws, collective bargaining agreement (CBA) provisions, and District policies and regulation as they relate to human resource issues; oversees policy and regulation updates that reflect current District organizational practices.
11. Maintains effective and consistent communication with region and site-based administrators related to District, state, and national initiatives.
12. Assists principals and department leaders in resolving administrative personnel issues; consults and advises administrators on a wide variety of sensitive administrative personnel issues for the purpose of assisting in effective decision-making and enforcing all relevant policies, procedures, and regulations.

13. Selects, trains, supervises, and evaluates the performance of assigned staff.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of Federal Human Resources Laws, Nevada Revised Statutes (NRS) and District policies and regulations related to personnel issues, Clark County Association of School Administrators and Professional-technical Employees (CCASAPE)/Clark County Education Association (CCEA) bargaining agreements, District organizational structure, Taleo, Peoplesoft and Hyperion Human Capital Management (HCM) systems, and Succession Planning Models.
  2. Ability to effectively and diplomatically interact with and work in cooperation with District staff at all levels, as well as outside entities.
  3. Ability to effectively interpret, apply, and articulate CBA provisions and District policies and regulations as they relate to personnel issues.
  4. Ability to work effectively under constant deadlines and time constraints.
  5. Ability to manage multiple tasks and responsibilities and to prioritize accordingly.
  6. Ability to communicate effectively both in written and verbal form with the ability to make clear, persuasive presentation to diverse groups.
  7. Ability to review and analyze extensive data and to generate related reports and recommendations.
  8. 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.
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## **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 or state-issued identification card.

## **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 project management, recruitment and employment, and licensure.

## **Preferred Qualifications**

1. An earned master's degree from an accredited college or university.
2. Nevada Administrative Endorsement and/or Teaching License.

**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: 06/27/23
- Created: 05/06/20