



Coordinator III, K-12 Professional Growth System

Position Details

Job Code: 7402

Reference Code: B071

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 serve as an instructional leader to provide support and guidance to Clark County School District staff regarding implementation of the Professional Growth System (PGS). Responsibilities include working collaboratively with the Clark County Education Association (CCEA), the Clark County Association of School Administrators and Professional-technical Employees (CCASAPE), and District employees and individuals from other divisions and departments within the District to interpret and implement the PGS, setting and maintain standards and processes for systems to track and report professional growth, including procurement and maintenance of enterprise systems and tracking required and voluntary training of all employees using enterprise systems. This position is directly responsible to the Director, PGS and Nevada Educator Performance Framework (NEPF) Department, Human Resources Division (HRD).

Essential Duties and Responsibilities

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

1. Maintain and support professional development for advancement activity accrual within the PGS as mandated by the Negotiated Agreement between the CCSD and the CCEA and the CCASAPE.
 2. Support licensed and administrative staff with development of Professional Growth Plans in alignment with negotiated agreements.
 3. Support licensed and administrative staff in accessing, providing, documenting, and tracking professional growth activities that are aligned to individually developed plans.
 4. Develop and revise documents and tutorials for licensed and administrative/professional-technical employees use in accessing and documenting advancement activities.
 5. Review advancement submissions and provide feedback to licensed and administrative/professional-technical employees regarding advancement activities accrued.
 6. Develop and maintain the system for the tracking and reporting of professional development for advancement accrual within the PGS.
 7. Collect, analyze, and report data at a District level regarding licensed and administrative/professional-technical employees who are in the process of advancing, resubmitting, or have completed advancement activities within the PGS.
 8. Collaborate with District and CCEA and CCASAPE staff to develop and maintain the Master Practitioner and Leader Pathway for advancement accrual within the PGS.
 9. Coordinate implementation and management of digital tracking systems in collaboration with HRD and the Technology and Information Systems Services Division (TISS).
 10. Participate in regular PGS committee meetings to resolve questions regarding interpretation of advancement accrual questions.
 11. Monitor and plan expenditures within assigned budget.
 12. Supervise and evaluate the performance of assigned staff.
 13. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of and ability to use District's online professional learning tracking applications [i.e., Enterprise Learning Management System (ELMS)].
2. Knowledge of the negotiated agreements between the CCSD and the CCEA and CCASAPE.

3. Knowledge of District's policies and regulations pertaining to salary advancement.
 4. Knowledge of data analysis methodologies and tools.
 5. Knowledge of project management.
 6. Excellent verbal, written, and presentation skills.
 7. High level of self-confidence, initiative, self-direction, and motivation.
 8. High-level skills in planning, organizing, and coordinating job-related tasks.
 9. Work cooperatively with other District departments and divisions as well as local and state agencies.
 10. Ability to communicate technical information effectively to non-technical audiences.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District. A bachelor's degree from an accredited college or university and at least five (5) years successful experience related to the administrative position may be substituted for the master's degree, licenses and certifications, and experience requirement.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
 2. Successful performance in the position held at time of application.
- OR-**
3. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.

4. Successful performance in the position held at time of application.

Preferred Qualifications

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Master's degree from an accredited college of university with coursework in instructional technologies or a related field.
3. Demonstrated experience in project management.
4. Demonstrated experience in data analysis and program evaluation.
5. Demonstrated experience in team leadership and school culture.

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, 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: 08/31/20