

Coordinator IV, Science

Position Details

Job Code: U7402

Reference Code: A431

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership, coordination, and specialized support for elementary and secondary teachers and administrators responsible for science instruction. As an instructional leader in the areas of curriculum development, evaluation and implementation processes, professional learning, and program development for administrators and educators, responsibilities include coordination of Tier I instructional materials and developing, facilitating, and evaluating professional learning for educators and administrators regarding best practices, effective instructional strategies, and the use of relevant educational research related to science. The individual selected for this position will be directly responsible to the Director II, Science, Health, Physical Education, and Driver Education, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Establishes and maintains administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, other state and federal agencies, and informal education entities related to the implementation of science curriculum and instructional programs.

2. Provides input to the Director for the evaluation of instructional delivery tools by user groups and facilitates the standardization of selected tools for the Clark County School District.
3. Gather, evaluate, and disseminate research-based practices in curriculum, instruction, and assessment.
4. Collaborates with site-based and central office administrators and staff, within and outside of the division, to provide curriculum, instruction, and assessment guidance and support toward District initiatives, related to science.
5. Facilitates professional learning opportunities for educators and administrators based on current science educational research.
6. Evaluates, using a multitude of data sources including participant surveys, professional learning opportunities for educators and administrators.
7. Organizes, facilitates, and manages the selection and supervision of teacher task forces for science curriculum development, revision processes, instructional materials selection, pacing guides, and for various other curriculum-related projects.
8. Coordinates the development and implementation of effective science instructional programs in alignment with District goals and initiatives.
9. Provides instructional leadership in the development, implementation, and oversight for science programs.
10. Articulates effective science curriculum, programs, and research to teachers, administrators, parents/guardians, and community members.
11. Facilitates grant activities and special projects related to the position and manages their respective budgets, as assigned.
12. Serves as a liaison, as appropriate, to community groups and public agencies and represents the District in matters related to science at the local, state, and national levels.
13. Manage multiple projects and responsibilities simultaneously and prioritize according to District goals and initiatives.
14. Interprets District policy and procedures related to science instruction for educators, site-based administrators, central office administrators, parents/guardians, and other interested groups.
15. Understands and complies with state legislative mandates related to the assignment.
16. Coordinates and directs the work of assigned staff; supervises and evaluates assigned staff.
17. Manages and develops various and appropriate budgets, including Title IIA, and reports to the Director regarding Title IIA awarded projects.
18. Coordinates with the Director regarding Air Quality funded projects.

19. Provide professional learning opportunities and support for administrators, educators, and other school staff to align science instruction to Nevada Academic Content Standards for Science (NVACSS) and the Nevada Educator Performance Framework (NEPF).
 20. Provide professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators within and outside of the contracted work hours on a regular basis, including weekends and evenings.
 21. Conduct site observations of educators and collaborate with the site administration to develop a plan for continuous improvement and provide personalized professional learning.
 22. Participate in site visits to schools to review instructional programs.
 23. Provide direct support and expertise to administrators, educators, and other stakeholders, including parents/guardians regarding science curriculum, programs, and professional learning opportunities.
 24. Attend to written and verbal correspondences regarding curriculum and instruction.
 25. Develop resources for parents/guardians and students aligned to the NVACSS.
 26. Participate in performance management program evaluation and data analysis related to content area programs and projects.
 27. Collect, analyze, and review data in order to revise, improve, and plan for future opportunities for professional learning for teachers.
 28. Collaborate with curriculum administrators to ensure program alignment.
 29. Collaborate and support CCSD Environmental Services, CCSD Purchasing, and University of Nevada, Las Vegas (UNLV) with chemical ordering (Prohibited and Restricted Materials List), storage, and inventory management.
 30. Performs other duties related to the position, as assigned.
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Position Expectations

1. Extensive knowledge of A Framework for K-12 Science Education, the NVACSS, including the three dimensions at the elemental level.
2. Knowledge of and ability to conduct effective professional learning related to science curriculum, instruction, and assessment.
3. Excellent verbal and written communication skills.
4. Ability to work effectively with school and administrative personnel, parents/guardians, peers, and others
5. Ability to write, analyze, and edit curriculum documents and resources.
6. Current knowledge of state and local student assessment system.
7. Effective presentation skills.

8. High level of self-confidence, initiative, self-direction, and motivation.
 9. High-level skills in planning, organizing, and coordinating job-related tasks.
 10. Knowledge of District budgetary processes.
 11. Knowledge of adopted science Tier I instructional materials.
 12. Knowledge of best practices and current research related to curriculum and educational issues along with meeting the needs of English Language Learners (ELL) and Special Education students.
 13. Knowledge of District or school level instructional planning and curricular design.
 14. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
 15. Knowledge of District policies and regulations.
 16. Knowledge of legalities associated with personnel management and supervision.
 17. Knowledge of national, state, and District accountability initiatives related to student achievement.
 18. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
 19. Knowledge of negotiated contracts for all employee groups.
 20. Knowledge of District organizational structure and related personnel.
 21. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
 22. Knowledge of project planning, management, and evaluation theory and practices.
 23. Ability to work cooperatively with other departments within the District and with other agencies at the university, state, and national level.
 24. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 25. Ability to work under pressure and meet deadlines.
 26. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

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

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement; or have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Educational emphasis and experience in Science Instruction or related field.
3. Demonstrated experience in curriculum design and professional learning.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.
5. Successful performance in the position held at the time of application.
6. Demonstrated experience in instructional planning at the school or district-level.
7. Demonstrated experience in project leadership.

Preferred Qualifications

1. Present or previous successful experience in a science teacher leadership position.
2. Training and experience with innovative science programs.
3. Coursework in advanced science.
4. Experience in program management and budget management.
5. High-level skills in planning, organizing, and coordinating job-related tasks.
6. Experience in overseeing grants.

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: 02/02/23
- Created: 12/05/08