

# Coordinator III – Career and Technical Education

## Position Details

Job Code: U7402

Reference Code: A446

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for facilitating the development of curriculum and for providing specialized support and professional learning for administrators and teachers regarding best practices, effective instructional strategies, and educational research related to Career and Technical Education (CTE). This position is directly responsible to the Director, College and Career Readiness and School Choice Department, College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

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

1. Designs, presents, and facilitates professional learning activities for teachers, parents/guardians, administrators, and other audiences, as required.
2. Serves as a liaison between CTE and the schools and teachers.
3. Develops and coordinates ongoing professional learning in collaboration with other departments.
4. Develops, designs, and produces professional learning training materials.

5. Provides assistance to teachers and administrators regarding effective resources, research, and best practices in CTE that support the identified Clark County School District (CCSD) goals.
  6. Supervises preparation of curriculum documents/instructional materials; facilitates task forces to revise/develop CTE curriculum and to present to Curriculum Commission.
  7. Assists with data collection of grant-related activities.
  8. Implements CCSD and state guidelines for textbook adoption.
  9. Communicates information regarding CTE curriculum and programs to teachers, administrators, parents/guardians, and community members.
  10. Develops and monitors the assigned budget.
  11. Collaborates with other unit staff to ensure K-12 program alignment.
  12. Serves as a resource person and liaison, as needed, for established technical skills committees.
  13. Supports Career and Technical student organizations, as assigned.
  14. Performs other duties related to the position, as required/assigned.
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## **Position Expectations**

1. Knowledge of CCSD budgetary processes.
  2. Knowledge of computer and information technology industry certification standards.
  3. Knowledge and experience in the field of CTE or related secondary academic experience.
  4. Effective communication, collaboration, and interpersonal skills.
  5. Effective skills in planning, organizing, and coordinating activities.
  6. Effective presentation and professional learning facilitation skills.
  7. Excellent verbal and written communication skills.
  8. Experience with delivering instruction using technology.
  9. Demonstrated experience in team leadership.
  10. Interpersonal skills using tact, patience, and courtesy.
  11. Ability to work cooperatively with various departments within CCSD and with other agencies, both state and national.
  12. 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.

## Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

## Experience

1. Have previously demonstrated five (5) years of successful licensed Career and Technical Education teaching experience at the secondary level 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 Career and Technical Education teaching experience at the secondary level in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Present or previous successful experience in a teacher leadership position.
3. Successful performance in the position held at the time of application.

## Preferred Qualifications

1. Satisfactory experience in a comparable position of responsibility.
2. One (1) year of business and industry experience.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## 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, 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: 03/11/24
- Created: 12/08/08