

# Coordinator IV, Innovative Programs/College and Career Readiness

## Position Details

Job Code: U7403

Reference Code: A492

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

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position serves as an instructional leader for innovative K-12 college and career readiness initiatives within the College, Career, Equity, and School Choice Unit (CCESCU). Responsibilities include implementing research-based practices and professional learning that increases student access and equity in rigorous coursework. The individual selected for this position is directly responsible to the Director III, College and Career Readiness and School Choice, CCESCU.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and coordinates districtwide programs for curriculum and instruction.
2. Monitors and reports on curriculum delivered within schools.

3. Coordinates the implementation of the curricular and instructional components of districtwide K-12 student achievement initiatives.
  4. Establishes an effective system for communicating programs to regions, parents/guardians, students, and the community.
  5. Coordinates on-going support and professional learning with other departments and schools relative to implementation of curricular and instructional issues related to districtwide college and career readiness initiatives.
  6. Assists in the planning and facilitating of Clark County School District (CCSD) meetings to further districtwide college and career readiness initiatives and establishes K-12 vertical alignment within all disciplines.
  7. Monitors State Board of Education and Academic Standards Council meetings for issues related to curriculum.
  8. Supervises and evaluates instructional and support professionals; provides appropriate professional learning activities to ensure program effectiveness
  9. Develops project management plans for various curricular projects in the department.
  10. Utilizes data to assess the return on investment (ROI) value of districtwide curricular initiatives and products.
  11. Develops and implements ongoing professional learning for schools, teachers, and administrators.
  12. Develops, monitors, and revises departmental forms, as needed.
  13. Facilitates college and career readiness grant activities, as assigned.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to work under pressure and to meet deadlines.
  2. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
  3. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
  4. Ability to work cooperatively with other departments within CCSD and with other agencies, both state and national.
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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 the time of appointment to the position, a Nevada administrative endorsement.
2. A valid driver's license or state-issued identification card.

## **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 the time of appointment, appropriate 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 Mathematics, Science, or related field.
3. Demonstrated experience in curriculum design and development.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.
5. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Effective communication, collaborative, and interpersonal skills.
2. Effective skills in planning, organizing, and coordinating activities.
3. Excellent verbal, written, and presentation skills.
4. Experience in overseeing grants.
5. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
6. Knowledge and understanding of state educational requirements and legal implications
7. Demonstrated experience in team leadership.
8. Demonstrated knowledge of current CCSD college and college-readiness initiatives.
9. Experience with instructional planning at a school or district-level.
10. Possess a strong curriculum background.

**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**

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: 12/15/23
- Created: 04/25/16