



# Coordinator IV, New Teacher Development

## Position Details

Job Code: U7403

Reference Code: A952

Division/Unit: Leadership and Professional Learning

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

The person selected for this administrative position will provide leadership in the area of new teacher induction with a focus on teacher retention and student achievement.

Responsibilities include coordination of activities for all aspects of the Clark County School District (CCSD)'s New Teacher Kickoff, Induction Academy, differentiated mentoring, and professional growth opportunities. This position reports directly to the Director II, Employee Onboarding and Development, Leadership and Professional Learning Division, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Designs, coordinates, supervises, and facilitates multi-modal, Districtwide professional learning and mentoring activities for all new teachers with a specific focus on building strong classroom culture and engaging academics to increase teacher retention, promote teacher effectiveness, and positively impact student achievement.
2. Provides timely and sustained new teacher support and professional learning aligned to the Nevada Educator Performance Framework (NEPF), which includes

- differentiated supports for beginning and experienced new teachers.
3. Creates, implements, and monitors department projects related to new teacher induction, professional learning, and mentoring.
  4. Provides leadership in the identification, development, and implementation of research-based induction and employee professional learning programs.
  5. Monitors and revises professional learning sessions based on participant survey data analysis.
  6. Implements and monitors site-based mentoring protocol to support early career teachers through collaboration with site-based administrators and support of new teacher mentors.
  7. Coordinates and directly oversees the new teacher mentoring process in support of the new teacher induction program.
  8. Collaborates with internal and external stakeholders to accomplish CCSD, division, and department goals.
  9. Trains, supervises, and evaluates the performance of assigned staff.
  10. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of regulations and laws related to requirements for licensed staff.
2. Knowledge and understanding of CCSD policies, regulations, standards, and procedures.
3. Knowledge of best practices and research related to effective professional learning/training programs as well as the evaluation of such programs.
4. Knowledge and understanding of curriculum design (course blueprints, mapping content to learning objectives, assessment strategies, engagement, content, etc.).
5. Maintains articulation and alignment of new teacher professional learning with departments/divisions, as well as, local, state, and national professional learning organizations.
6. Monitors state and national issues and trends related to new teacher induction, teacher retention, and other pertinent educational topics (Social and emotional learning [SEL], culturally competent teaching, change process, motivation and learning, etc.).
7. Knowledge of CCSD sponsored technology platforms (Canvas, Google Workspace, Enterprise Learning Management System (ELMS), Human Capital Management (HCM), etc.).
8. Strong facilitation and presentation skills.
9. Ability to direct major projects and initiatives; excellent organizational,

- administrative, and project management skills.
10. Ability to represent CCSD in the community through business partnerships and activities.
  11. Ability to analyze problems, suggest solutions, and implement resolutions.
  12. Ability to develop talent and leadership skills in others, to provide and receive critical feedback, and maintain high standards for a diverse team.
  13. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
  14. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
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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 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 position held at time of application.

### **Preferred Qualifications**

None specified.

**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: 04/10/24
- Created: 01/06/21