

# Coordinator IV, Office of Professional Learning

## Position Details

Job Code: U7403

Reference Code: A171

Division/Unit: Student Services

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 will provide educational and technical assistance to principals, teachers, and appropriate administrators throughout the Clark County School District. The position provides leadership and guidance regarding development and delivery of professional learning for staff who support or teach students with disabilities. This position leads the literacy Assess-Plan-Teach initiative that is a collaborative project between the District and the Nevada Department of Education (NDE). This position is responsible to coordinate with a variety of District divisions to ensure support for new-to-country, J1Visa, and special education teachers. The person selected for this position is directly responsible to the Director II, Office of Professional Learning, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Provide districtwide high-quality professional learning and supports to staff teaching and supporting students with disabilities aligned to Focus 2024 and Council of Great City Schools Report.

2. Provide high-quality professional learning to schools that includes: identification and implementation of appropriate accommodations to assist students with disabilities in accessing Tier I instruction, identification of appropriate curricular modifications, identifying evidence-based interventions appropriate for student needs, providing assistance with inclusive practices, and guiding the development and implementation of individualized education programs.
  3. Assist in the development of the budget plan for Local Plan and other federal grants.
  4. Collaborate and coordinate across CCSD divisions and SSD departments to provide high-quality, rigorous professional learning opportunities with consistency districtwide.
  5. Manage, lead, monitor, and scale the Assess-Plan-Teach initiative in conjunction with SSD and NDE.
  6. Oversee the implementation of the Assess-Plan-Teach Initiative including monthly meetings, direct support to schools, professional learning, data collection, and state/federal reporting.
  7. Provide technical assistance to administrators and staff regarding the provision of instruction for students with disabilities at schools under the Assess-Plan-Teach model.
  8. Coordinate with a variety of District divisions to provide support to new-to-country, J-1 Visa, and special education teachers.
  9. Engage in data-driven decision making.
  10. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of Individual with Disabilities Education Act (IDEA) (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
2. Knowledge of Nevada Academic Contents Standards and Connections, high-quality Tier I instruction, and vertical alignment.
3. Thorough working knowledge of Multi-tiered Systems of Support (NTSS), Response to Instruction (RTI), and special education evaluation procedures.
4. Thorough working knowledge of positive behavior supports, behavior intervention plan development and state mandates regarding aversive interventions.
5. Clear understanding of special education services, the continuum of services, and unit programming options.
6. Understanding of Adverse Childhood Experiences and trauma, and the impact to learning.

7. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; representatives of the community; and state and federal organizations or agencies.
  8. Ability to communicate clearly, plan, organize, and coordinate time, resources and demands strategically and efficiently.
  9. Understanding of and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
  10. Demonstrates mental and physical stamina commensurate with the responsibility of the position.
  11. Demonstration of high-level of self-confidence, initiative, self-direction, motivation, problem-solving skills, and professionalism.
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## Position Requirements

### Education and Training

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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### Experience

Have previously demonstrated at least five (5) years of successful teaching experience providing direct service to students with disabilities in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement **(or)** have previously demonstrated at least three (3) years of successful teaching experience providing direct service to student with disabilities in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.

### Preferred Qualifications

1. School-based instructional strategist or administrative experience.
2. Experience working with adults to improve instructional practices.
3. Experience using school/districtwide data sets to inform instructional decisions.

**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**

- Created: 04/18/22
- Revised: 06/07/21