

# Coordinator IV, Student Education Management Systems (SEMS)

## Position Details

Job Code: U7403

Reference Code: A466

Division/Unit: Student Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for overseeing the Clark County School District (CCSD)'s Student Education Management Systems (SEMS), including the special education and 504 modules in CCSD's student information system and will provide the Student Services Division (SSD) with coordination of districtwide professional learning, data validation and analysis, technical support and assistance, and preparation of required reports for the special education and 504 student population. This position reports directly to the Director II, Student Education Management Systems, SSD.

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## Essential Duties and Responsibilities

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

1. Collects, analyzes, and disaggregates SEMS data to assist SSD and identify opportunities for improvement.
2. Coordinates the collection, verification, and submission of required data sets to the Nevada Department of Education (NDE).
3. Provides standardization and quality assurance regarding CCSD data
4. and reporting for special education and 504 students.

5. Provides technical support to CCSD and school professionals regarding SEMS.
  6. Assists with interpreting, analyzing, monitoring, and ensuring compliance with federal and state laws as they pertain to SEMS.
  7. Coordinates the design and development of complex business processes related to SEMS; acting as the content matter expert and liaison between Student Services departments and the Technology and Information Systems Services Division.
  8. Interprets and analyzes data requests for the SSD for all work embedded in the student information system as the business process owner of the special education and 504 modules with an understanding of the diverse data management systems and develops the appropriate business logic using a variety of formulas to meet the needs of CCSD stakeholders, as well as local, state, and federal reporting requirements for complex data sets for special education and 504 students.
  9. Assists with the identification and resolution of complex problems with SEMS including creation of test plans and scripts, documentation of test results, coordinating resolutions, and retesting, as necessary; outcomes may result in software modifications, vendor support tickets, or change requests to the NDE.
  10. Coordinates the design, development, implementation, and evaluation of professional learning for users of SEMS, provides subject matter expertise on content for CCSD trainers, develops strategies and instruments for delivery of training, and ensures the fidelity of associated records.
  11. Leads SEMS special education instructional facilitators in the provision of support services to licensed special education staff, 504 liaisons, and administrators for SEMS.
  12. Coordinates the creation of documentation to support implementation and administration of SEMS including communication plans, test plans, professional learning plans and materials, and user guides.
  13. Coordinates the development, analysis, and delivery of complex data sets pertaining to SEMS for data-driven decision-making, troubleshooting, and data validation.
  14. Assists with designing, planning, and administering strategies for resolution or completion of issues or projects.
  15. Collaborates with the Office of Compliance and Monitoring regarding students with 504 plans.
  16. Supervises and evaluates the performance of assigned staff.
  17. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of specific laws, regulations, and practices pertaining to the education and accommodation of students with disabilities, to include Individuals with Disabilities Education Act [(IDEA), Public Law (PL) 101-476] and Section 504 (PL 99-457) of the Rehabilitation Act of 1973.
  2. Knowledge of project management practices (integration, scope, time, quality, communication, risk, stakeholder), adult learning theories (andragogy, information processing, social learning), and communication models (two-way asymmetrical/symmetrical).
  3. Working knowledge of data management.
  4. Knowledge of data validation and statistical analysis; knowledge of Excel including complex formulas, filters, functions, pivot tables, macros, etc.
  5. Knowledge of data manipulation (sorting and summarizing data; working with common, delimited file formats (\*.csv, \*.txt, etc.), and working with data management systems and basic analyses (frequency counts, descriptive statistics, etc.).
  6. Ability to demonstrate diplomacy, judgment, leadership, problem-solving skills, self-confidence, self-direction, initiative, and accountability.
  7. Ability to understand and manage complex business processes.
  8. Ability to analyze complex problems, identify scope and impact, and develop solutions.
  9. Ability to gather and analyze information and data from a variety of sources.
  10. Ability to interpret and analyze the impact of complex federal and state regulations.
  11. Ability to work effectively and collaboratively with staff, customers, and external agencies.
  12. Ability to demonstrate a high level of clear and concise verbal and written communication skills.
  13. Ability to handle a high degree of stress and meet tight, anticipated and unexpected deadlines.
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## Position Requirements

### Education and Training

An earned bachelor's degree from accredited college or university; or,  
Currently serving as a professional technical employee with the Clark County School District.

## **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Experience**

1. Experience with statistical analysis in the educational setting.
2. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
3. Experience using relevant technology and districtwide information management systems.
4. Experience designing, facilitating, and evaluating professional learning.
5. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

Project management 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: 06/13/24
- Created: 11/06/08