



Coordinator IV, Crisis Response Team

Position Details

Job Code: 7403

Reference Code: A708

Division/Unit: Student Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

The person selected for this licensed administrative position will be responsible for the coordination of Crisis Response Team staff and activities to include: oversight of student threat assessment consultations and comprehensive threat evaluations; technical assistance and support to schools related to critical event responses; oversight of training and technical assistance to schools for implementation of the Clark County School District (CCSD) Suicide Intervention Protocol; coordination of postvention services and postvention counseling supports in the schools; direct training responsibilities associated with student crisis intervention; and, assistance to the Director for other services and activities that serve to promote a safe and respectful learning environment for students. The person selected for this position is directly responsible to the Director, Crisis Response Team, Student Services Division.

Essential Duties and Responsibilities

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

1. Provide direct supervision for department crisis response specialists and mental health transition specialists who conduct threat assessments and provide direct counseling services for students referred to the Crisis Response Team.
 2. Implement and provide oversight for department referral procedures and case documentation to include referral intake, case assignment, and case management.
 3. Collaborate with community agencies and hospitals, as needed or directed.
 4. Maintain communication and collaboration with other CCSD partners for student crisis intervention including; but not limited to, Guidance and Counseling, Health Services, Psychological Services, Police Services, and Wraparound Services.
 5. Maintain communication and collaboration with other Southern Nevada partners for student crisis intervention including; but not limited to, the Clark County Coroner's Office, Department of Juvenile Justice Services and Harbor Juvenile Assessment Centers, Mobile Crisis Response Team (Nevada Division of Child and Family Services), Nevada Office of Suicide Prevention, and the Clark County Children's Mental Health Consortium.
 6. Assist the Director in the selection, orientation, ongoing training, and evaluation of licensed and support professional personnel.
 7. Assist the Director with development, maintenance, and interpretation of collected outcome data for Crisis Response Team services.
 8. Interpret District policies, regulations, Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) for crisis management issues.
 9. Assist in the preparation and revision of department reports, publications, or other resources, as required.
 10. Perform other duties related to the position, as assigned.
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Position Expectations

1. Ability to gather and analyze information from a variety of sources with minimal direction.
2. Ability to communicate clearly, both orally and in writing.
3. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.
4. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
5. Ability to write clear, accurate, and concise reports, documentation, correspondence, and other written materials.
6. Ability to contribute to the efficiency and effectiveness of the division's service to District staff as an active member of a leadership team.

7. Ability to coordinate multiple projects and meet predetermined deadlines.
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Position Requirements

Education and Training

An earned master's degree or higher from an accredited college or university.

Licenses and Certifications

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

Experience

1. Have previously demonstrated five (5) years of successful experience as a licensed school psychologist, school counselor, or school social worker in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada administrative endorsement; or, have previously demonstrated at least three (3) years of successful experience as a licensed school psychologist, school counselor, or school social worker in an accredited K-12 public or private school; and, currently hold a valid Nevada administrative endorsement.
2. Working knowledge and experience of Southern Nevada resources and services for children's mental health.
3. Knowledge of and experience with the provision of mental health services within CCSD and the individual school setting.
4. Successful performance in the position held at the time of the application.

Preferred Qualifications

1. Have previously demonstrated five (5) years of successful experience as a licensed school psychologist, school counselor, or school social worker in an accredited K-12 public or private school.
2. Has previous experience as a school or program administrator with responsibilities.

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

- Revised: 04/12/23
- Created: 06/02/22