

Coordinator IV, Title I Program Services

Position Details

Job Code: U7403

Reference Code: A347

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

Position Summary

This position is responsible for providing technical assistance for Title I Program implementation. This position is directly responsible to the Director II, Title I Programs Department, College, Career, Equity, School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Provide leadership and support to staff at elementary, middle, and alternative Title I school programs.
2. Ensure that all programs and services comply with the Every Student Succeeds Act (ESSA).
3. Maintain a working knowledge of ESSA Program mandates as they refer to professional learning and technology.
4. Facilitate training of school staff and maintain accurate records for evaluations and expenditures as it relates to individual projects as well as the central Title I budget.

5. Maintain oversight of planning and implementation of professional learning as it relates to Clark County School District and CCESCU goals.
 6. Work cooperatively with region staff to implement professional learning and technology goals.
 7. Be familiar with the latest technology as it relates to equipment and programs.
 8. Provide support and assistance to Title I schools in purchasing and implementation of technology based programs including but not limited to Waterford Early Learning, Imagine Learning, and Rosetta Stone.
 9. Maintain a current inventory of federal purchases as it relates to the use of Title I funds.
 10. Initiate and develop reports, as necessary, following federal audit requirements.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of ESSA.
 2. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
 3. Understanding of and sensitive to the needs of various cultures and ethnic groups.
 4. Knowledge of personnel matters, school operations, budgets, parent/guardians, and community involvement.
 5. Ability to communicate clearly both orally and in writing.
 6. Ability to plan, organize, and set priorities.
 7. Ability to gain cooperation from various entities.
 8. Ability to establish and maintain an effective working relationship with District administrators, licensed and support staff professional employees, substitutes, and outside agency representatives.
 9. Ability to work well under pressure to meet mandates.
 10. Ability to work independently.
 11. Demonstrated proficiency within the area of technology; i.e., PowerPoint, spreadsheets, SAP, and school-based programs, etc.
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Position Requirements

Education and Training

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

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

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 experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Successful experience in a Title I Program.

Preferred Qualifications

Present or previous successful experience with technology.

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: 04/20/22
- Created: 10/21/08