

Coordinator IV, Early Childhood Programs

Position Details

Job Code: U7403

Reference Code: A432

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

This position is responsible for providing technical assistance for implementation of the Clark County School District comprehensive Early Childhood Programs which includes providing technical assistance for implementing best practices in all state-funded Nevada Ready! Pre-K Programs. This position is directly responsible to the Director, Early Childhood Programs, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides technical assistance in the development of state-funded preschool programs and Nevada Ready! Pre-K Programs.
2. Provides technical assistance in the development of developmentally appropriate integrated preschool program.
3. Provides instructional support and coaching to state-funded and Nevada Ready! Pre-K Programs on best practices as well as ensuring grant compliance.
4. Provides technical assistance and coaching in the development of reverse mainstreaming preschool programs.

5. Provides technical assistance in the identification of appropriate curriculum materials and technology applications for state-funded preschool programs and Nevada Ready! Pre-K Programs.
6. Assists with Individualized Educational Program (IEP) development and implementation.
7. Supports the District's fiscal accountability efforts related to grant finance.
8. Investigates and resolves parent/guardian concerns; serve as a negotiator between parents/guardians, advocates, and school staff to resolve disputes.
9. Provides technical assistance to teachers and support professional personnel in pilot projects regarding curriculum, differentiated instruction, accommodations and modifications, media selection, technology, and teaching techniques strategies, and developmentally appropriate practices.
10. Facilitates planning and implementation of professional learning activities in school sites and community-based preschool settings.
11. Facilitates implementation of parent/guardian involvement and family literacy education programs.
12. Works with site administrators and state-funded preschool programs and Nevada Ready! Pre-K Programs personnel to ensure appropriate implementation of the programs.
13. Serves as liaison to facilitate collaboration with all other programs and other appropriate programs and entities, as assigned.
14. Serves in a problem-solving and decision-making capacity through interaction with other District personnel.
15. Assists in preparing materials for dissemination, as requested.
16. Collaborates with various District administrators on developing initiatives, grant writing, and grant reporting requirements.
17. Interacts with District and region administration, schools, the Nevada Department of Education (NDE), parents/guardians, and community-based agencies and advocates.
18. Advises staff on student disciplinary concerns.
19. Works with state and federal agencies, when necessary.
20. Maintains assigned budgets.
21. Collects, analyzes, and revises/corrects longitudinal data for state-funded and Nevada Ready! Pre-K Programs per NDE requirements.
22. Completes verification process for all students enrolled in state-funded and Nevada Ready! Pre-K Programs including, completing child files to submit to the Grants Department and United Way of Southern Nevada for grant funding.
23. Assists administrators, teachers, and support professionals in the implementation of federal, state, and local mandates in special education.

24. Serves as special education specialist on designated Individualized Education Program (IEP) committees to advise in such areas as legal issues, program development, and procedural safeguards, as directed.
 25. Collaborates with Acelero head start partner to improve student achievement and outcomes.
 26. Performs other duties related to the position, as assigned.
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Position Expectations

1. Awareness of community needs and problems and their relationship to Early Childhood Services.
2. Working knowledge regarding Developmentally Appropriate Practice in Early Childhood Programs.
3. Working knowledge of federal law, regulation, and policy guidance governing children with disabilities.
4. Knowledge of Individuals with Disabilities Education Act (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
5. Thorough working knowledge of federal, state, and local mandates.
6. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities in early childhood.
7. Knowledge of the District regulations.
8. Knowledge of software applications such as Infinite Campus, My Teaching Strategies, Systems Applications and Products in Data Procession (SAP), etc.
9. Knowledge of the Creative Curriculum for Preschool. Nevada Pre-K content Standards, Nevada State Content Standards, and additional supplemental programs appropriate for all early childhood students.
10. Knowledge and understanding of tools used to assess high quality programming in early childhood programs. Knowledge and understanding of District Early Childhood assessment tools.
11. Ability to communicate clearly both verbally and in writing.
12. Ability to plan and organize work and set priorities.
13. Ability to gain cooperation and/or conformance from various entities without authority.
14. Ability to establish and maintain an effective working relationship with District administration, licensed and support professional employees, substitutes, and outside agency representatives.
15. Understanding of and sensitivity to the needs of the various cultural and ethnic groups in the school community.

16. Ability to continually lead critical analyses of current practices with a focus on improvement.
 17. Ability to create a positive work environment.
 18. Ability to explain and implement best practices in Early Childhood to teaching staff.
 19. Ability to develop and plan individualized professional learning.
 20. Ability to maintain budgets and order supplies.
 21. Ability to administer and review program quality assessment.
 22. Ability to coordinate services and support for a variety of early childhood programs.
 23. Ability to review all evaluations and reports for grants.
 24. Ability to understand and implement federal grant requirements.
 25. Ability to support coaches and develop leadership skills in others.
 26. High level skills in planning, organizing, and coordinating the activities of others in a pleasant and efficient manner.
 27. High level of self-confidence, initiative, self-direction, and motivation.
 28. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
 29. Ability to work in a fast-paced environment amid constant challenges and often competing interests.
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Position Requirements

Education and Training

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

Licenses and Certifications

1. Must possess or be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
2. Hold or be able to acquire, by the time of appointment to the position, a Nevada license as a teacher of early childhood (0-7 years) developmentally delayed or early childhood education (0-2G).
3. A valid driver's license or state-issued identification card.

Experience

Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment to the position, a Nevada 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 administrative endorsement.

Preferred Qualifications

None specified.

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: 06/08/23
- Created: 11/14/08