



Coordinator IV, Linking Instructional Needs and Key Supports (LINKS) Autism Direct Support

Position Details

Job Code: U7403

Reference Code: B050

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 functions to provide education and technical assistance to principals, teachers, parents/guardians, and appropriate administrators in the design and implementation of service delivery models that meet the individual needs of students with autism spectrum disorder. This position reports directly to the Director II, LINKS Team, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Assists in providing support services to serve students with disabilities in least restrictive environments (LRE).

2. Provides direct assistance with individual education program (IEPs) using a variety of instructional strategies with the ability to adapt curricula and to make appropriate accommodations and modifications.
 3. Provides assistance to schools with technical issues related to behavior management techniques, developing positive behavioral supports, and demonstration teaching.
 4. Serves as a resource to site administrators housing students who have autism spectrum disorder.
 5. Serves in a problem-solving capacity with school personnel and parents/guardians.
 6. Supervises and supports autism itinerant teachers with daily operations and caseload, referrals, and eligibilities.
 7. Plans, organizes, and coordinates districtwide professional learning activities, as necessary, for identified needs.
 8. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of laws and regulations that govern the education of students who need additional support to meet District and state standards.
2. Knowledge of Individual with Disabilities Education Act (IDEA) Public Law (P.L.) 101-476, Section 504, P.L., 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
3. Understanding and sensitivity to the needs of cultural and ethnic groups and individual with disabilities, early childhood education, and gifted education.
4. Knowledge of employee negotiated agreements.
5. Knowledge of Applied Behavior Analysis (ABA).
6. Knowledge of positive behavioral supports.
7. Demonstrate thorough working knowledge of federal, state, and local mandates.
8. Demonstrate thorough working knowledge of special education programs and services in the Clark County School District.
9. Demonstrated success in exercising self-confidence, initiative, and self-direction.
10. Demonstrated success in planning, organizing, and coordinating the activities of others in a pleasant, efficient manner.
11. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; and representatives of the community, state, and federal organization or agencies.
12. Mental and physical stamina commensurate with the responsibility of the position.

Position Requirements

Education and Training

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

Licenses and Certifications

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

Experience

1. Have previously demonstrated at least five (5) years of successful 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 school administrative endorsement; or, have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Three (3) years' experience providing direct service to students with disabilities.

Preferred Qualifications

1. Demonstrated experience in working with students and adults.
3. Demonstrated experience in conducting in-service/training activities.
4. Demonstrated writing ability.
5. Demonstrated teaching experience in special education programs.
6. Demonstrated teaching experience with students with disabilities.

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: 06/12/23
- Created: 11/14/08