

Coordinator IV, Employee Business Training

Position Details

Job Code: U7403

Reference Code: A501

Division/Unit: Technology and Information System Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position serves as the responsible administrator for providing strategy, delivery methodologies, content and resources, schedules, and trainer/training oversight for enterprise and productivity software projects for the Clark County School District (CCSD). The scope of the training will include office staff in all affected departments and in every school. This position is directly responsible to the Director of the User Support Services department, Technology and Information Systems Services (TISS), Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Develops and modifies training delivery strategies and schedules; develops strategies and schedules to reach a large number of users over a long period of time. Strategies include the use of technologies such as on-demand or Web-based training (WBT), computer-based training (CBT), on-site training, and off-site training.

2. Researches and develops instructional methods, modalities, and technologies. Tests and deploys the use of new technologies to enhance training opportunities.
 3. Identifies and prepares the infrastructure and resources needed to deliver training; implements the necessary steps to acquire and configure resources to maximize delivery opportunities.
 4. Provides leadership in content development, format, and accessibility; provides leadership for building consistency among vendor-provided and home-grown training resources, and making those resources available to all users anytime and anywhere (Web-based).
 5. Provides leadership and manages trainers assigned to projects; provides oversight of trainers, the courses they instruct, and their schedules.
 6. Assesses learning outcomes and re-evaluates training strategies; measures, quantifies, and analyzes to evaluate strategies and determine improvements.
 7. Participates as a member of the Project Team Leadership meetings to plan, strategize, and evaluate overall project performance.
 8. Strategizes and plans training for administrative and support professional users.
 9. Acquires and leverages technology resources to build content and deliver training in various modalities.
 10. Schedules training in such a manner that minimizes impact on schools and reaches all employees.
 11. Works independently with weekly status reports provided to the project manager.
 12. Works closely with the change management administrator in overlapping areas of responsibility including advertising and communicating training schedules and implementing changes in training as changes evolve throughout the system.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. General knowledge of enterprise and productivity software functionality; surface knowledge of each module implemented; state-of-the-art, emerging, and vendor eLearning technologies; business practices, and workflow models; media-based learning environments including the Web; and effective instructional methodologies.
2. Ability to strategize, plan, schedule, and coordinate the delivery of an extremely complex suite of training events for all affected District employees; communicate effectively with administrators and staff in all central office departments; assess efficacy; and review, analyze, and correct deficiencies for improved training.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in education, educational technology, or related technology field 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. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of two (2) to three (3) years' experience planning and developing training for a large number of users in a metropolitan school district; and, A minimum of two (2) to three (3) years' experience with management of Web-based technology systems; and, A minimum of one (1) to two (2) years' experience with distance learning technologies.

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: 08/14/23
- Created: 12/18/08