

Coordinator IV, Instructional Applications Coordinator

Position Details

Job Code: U7403

Reference Code: A636

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 Instructional Applications Coordinator and will maintain instructional applications in support of sustaining online and blended learning environments for the Clark County School District (CCSD). This person will also assist administrators and teachers with training on instructional applications for synchronous and asynchronous learning. This person will serve as the leader with respect to emerging technologies for online and blended learning and their applications. The person selected for this position is directly responsible to the Director IV, Enterprise Student Information Systems.

Essential Duties and Responsibilities

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

1. Maintains and documents instructional system operations, application deployment, and technical support for use of various online and blended learning software, such as learning management systems (LMS), Career and Technical Education (CTE) software, content authoring tools, help desk support systems, and synchronous and asynchronous software.

2. Schedules and monitors all ongoing maintenance activities for assigned systems, reviews problems encountered by operations staff and school/departments; analyzes efficiency of current systems and procedures and schedules modifications and enhancements.
 3. Confers with schools/departments to review the needs for online and blended learning environments; assists in formulating requirements and prepares feasibility studies, evaluations, and service level agreements to implement approved systems.
 4. Assists with the implementation of the CCSD enterprise Learning Management System (LMS).
 5. Collaborates with the Student Information System (SIS) Department to assist Leads with integrations between the SIS and LMS. This includes the integration of the gradebook, rostering, course creation, etc.
 6. Analyzes system requirements and implementation needs to develop system and job specifications for staff and contract programmers.
 7. Trains staff in work procedures and provides technical assistance.
 8. Deploys and inspects technically oriented instructional applications from analysis through final implementation and maintenance.
 9. Provides quality assurance regarding school and division data and reporting, by creating and maintaining custom reports used by the supported SIS and LMS.
 10. Provides input into goals, objectives, and budget development for the department.
 11. Manages multiple projects and responsibilities simultaneously, developing and tracking project timelines, and prioritizes accordingly.
 12. Plans, schedules, supervises, and reviews work of staff and activities.
 13. Leads project teams in designing and implementing new technologies and systems.
 14. Interfaces professionally and effectively with administrators, teachers, support professionals, and vendors.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of national online and blended educational best practices and trends as outlined by leading organizations in the field (Digital Learning Collaborative (DLC), etc.).
2. Knowledge of and familiarity with systems integration processes (Infinite Campus SIS, Canvas LMS, Apex Learning, Edgenuity, etc.).

3. Knowledge of Nevada Revised Statute (NRS) law pertaining to the administration of online and distance learning and alternative education.
 4. Knowledge of Nevada Administrative Code (NAC) pertaining to the administration of online and distance learning and alternative education.
 5. Knowledge of CCSD policies and regulations pertaining to the administration of online and distance learning, alternative education, and technology use.
 6. Knowledge of CCSD organizational structure and related personnel.
 7. Knowledge of and familiarity with current state and CCSD adopted curricula and assessment to ensure alignment of developed or purchased content to the Nevada Academic Content Standards.
 8. Knowledge of data analysis methodologies, tools, and project management.
 9. Knowledge regarding K–16 online, blended, and distance education issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.
 10. Knowledge and ability to research, analyze, and identify online and blended instructional application needs and stay current on latest trends in design and technology.
 11. Effective presentation and workshop facilitation skills.
 12. Strong written and verbal communication skills.
 13. Ability to communicate technical information effectively to non-technical audiences.
 14. Ability to manage several projects/programs simultaneously and maintain high quality service while meeting established goals.
 15. Possess a sense of clarity for goal setting and project planning, organizing and coordinating activities that involves others in accomplishing goals and solving problems.
 16. Ability to work collaboratively with other administrators, licensed personnel, and support professionals within CCSD schools, departments, and community.
 17. Ability to plan, organize, coordinate, and document activities.
 18. Ability to work under pressure and to meet deadlines.
 19. Ability to work flexible hours if needed.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university 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 a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Experience with online learning applications (Canvas LMS, etc.).
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Master's degree from an accredited college or university with coursework in instructional technologies or related field.
2. Experience with systems integration and user support of online tools and systems.
3. Demonstrated experience in program management.
4. Demonstrated experience in team leadership.

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, 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: 04/04/24
- Created: 08/26/20