

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Unit**

**COORDINATOR III – STUDENT INFORMATION SYSTEM**

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Reference Code: A751

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position will serve as a product expert for the student information system. This position will oversee the development and coordination of districtwide and statewide training for administrators, teachers, and support staff personnel on processes and procedures within the student information system. This position will assist in problem-solving educational and technical system issues not solved by the department business owner. The person selected for this position is directly responsible to the Director (Director III), Instructional Business Process Expert, Technology and Information Systems Services Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Plan, develop, and coordinate districtwide and statewide professional development for administrators, teacher, and support staff personnel on the use of the student information system.
2. Provide technical and functional support to address needs of teachers and other school-based staff.
3. Provide subject matter expertise for the Help Desk, District trainers, and technical staff to support school-based personnel with the use of the student information system.
4. Evaluate software releases to identify potential impacts to student information system processes for the District, other Nevada districts, and the Nevada Department of Education.
5. Develop and disseminate documentation on system processes, enhancements, patch fixes, configuration changes, and other related specifications.
6. Analyze, troubleshoot, and coordinate with District technical staff and vendor representatives for high-level software-related issues to determine root cause and ensure resolution.
7. Oversees the development of test plans for validation when system or software changes are made to ensure applications work as intended and to meet customer needs.
8. Provide high-level expertise and recommendations for application support and future technology-related processes.
9. Lead project teams in designing and implementing technologies and systems as related to the Student Information System.
10. Ensure system security configurations and procedures regarding authorized access for the student information system are communicated to customers.
11. Maintain advanced understanding of technology trends and adapts to functional and customer demands for enhanced or new systems and processes.
12. Coordinate, supervise, and evaluate the performance of assigned staff.
13. Perform other tasks related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Possesses expert knowledge of the current Clark County School District Student Information System.
2. Ability to combine essential Subject Matter Expertise (SME) with super-user knowledge of the Student Information System to design, coordinate, implement, test, train, and support District software systems.
3. Ability to coordinate separate projects simultaneously, meeting deadlines.
4. Ability to gather information from various sources and communicate effectively to stakeholders, including technical information to non-technical audiences.
5. Knowledge of scope of various technology projects within the Clark County School District.
6. Ability to communicate effectively to customers, project teams, and administrators.
7. Ability to build working relationships among disparate units.
8. Ability to exercise independent judgement.
9. Ability to understand project plans, specifications, and contracts.

10. Ability to prepare clear and concise documentation, user procedures, reports, and other printed material.
11. Experience with delivering professional development at the District level.
12. Ability to develop and maintain an effective working relationship with employees, vendors/contractors, and customers.

**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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
3. Effective presentation and professional development facilitation skills.

**Preferred Qualifications:**

1. An earned master's degree from an accredited college or university.
2. Two (2) years of successful experience in planning and delivering professional development.
3. Ability to work under pressure and meet deadlines.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**An Affirmative Action/Equal Opportunity Employer**

**This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.**