

Coordinator IV, Region Administrative Assistant

Position Details

Job Code: U7403

Reference Code: A836

Division/Unit: Teaching and Learning

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 assisting leadership with stakeholder communications, conflict resolutions, preparation of reports and projects, and daily operational issues within the schools they directly supervise. This position acts as a liaison between region leadership and the Clark County School District (CCSD) to ensure all operational items are handled in a timely, efficient manner. This position reports directly to a Region Superintendent, Teaching and Learning Unit (TLU).

Essential Duties and Responsibilities

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

1. Receives complaints, questions, and appeals from parents/guardians and the public and works to bring them to resolution.
2. Works proactively with parents/guardians, community members, and organizations to avoid conflict and misunderstanding.
3. Maintains a systematic organizational process that involves addressing customer service needs.
4. Assists CCSD administrators in resolving issues and concerns.

5. Serves as the liaison for schools, CCSD departments, parents/guardians, and community members.
 6. Assists with the preparation of reports.
 7. Assists with special projects and programs, as assigned.
 8. Provides assistance to parents/guardians, community members, and employees related to CCSD policies and procedures.
 9. Schedules and conducts meetings with school/department personnel and parents/guardians/community members.
 10. Uses data to identify common concerns and monitor developing issues.
 11. Develops reports and publications; actively promotes and markets community and parent/guardian awareness of academic programs, initiatives, and opportunities for students and parents/guardians in support of CCSD strategic plan, goals, and objectives.
 12. Performs other administrative duties as assigned by the Region Superintendent.
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Position Expectations

1. Knowledge and understanding of broad community issues.
 2. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
 3. Knowledge and understanding of state educational requirements and legal implications.
 4. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the CCSD.
 5. Demonstrated high level of self-confidence, initiative, and self-direction.
 6. Demonstrated high level of skills in planning, organizing, and coordinating the activities of others in a pleasant, efficient manner.
 7. Exhibits strong written and verbal communication skills.
 8. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and other department personnel.
 9. Demonstrated ability to work with parents/guardians and community members.
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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.
2. A valid driver's license or state-issued identification card.

Experience

1. 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 time of appointment, appropriate Nevada school 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 school administrative endorsement.
2. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Successful experience as an elementary or secondary school administrator.
2. Successful experience in leadership roles related to curriculum instruction and professional learning.
3. Experience with analyzing and interpreting data and providing statistical analysis assistance.
4. Experience with project planning.

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: 09/20/24
- Created: 11/01/19