

Coordinator III, Educational Technology Utilization and Project Management

Position Details

Job Code: U7402

Reference Code: A244

Division/Unit: Vegas PBS

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to effectively manage the implementation and reporting requirements for various grants and projects and promote the use of instructional media and other distance learning technologies by providing educational consultant services to teachers, principals, staff, and Clark County School District administrators. This position assists staff in the organization, implementation, and evaluation of effective media utilization, and other instructional technologies relevant to the District's ongoing services. The person selected for this position will be directly responsible to the Director, Educational Media Services, Vegas PBS.

Essential Duties and Responsibilities

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

1. Provides teacher orientation in the use of digital learning objects, instructional media, video broadcast communication systems, and online programming and technologies.
 2. Provides orientation in the use of in-school video, video on demand (VOD), and media distribution systems.
 3. Assists in the development of teacher-related informational materials, digital learning objects, teacher guides, and promotional materials for utilization in conjunction with locally produced TV programs, syndicated instructional series, special programs, and District presentations.
 4. Assists in the planning, organizing, and implementation of Vegas PBS station-wide, education-based initiatives.
 5. Assists with the coordination of media purchasing, program licensing, and curriculum advisory committees.
 6. Plans, organizes, and implements projects and activities, which will foster and increase utilization of distance learning services in the District and community, including online professional learning services for educators.
 7. Interfaces with production crews assigned to educational productions and professional in-service programming to maximize production quality and customer satisfaction.
 8. Plans, organizes, and assists in the implementation of the Ready to Learn (RTL) project, targeting programs and services for children aged 2 to 12 and child care providers.
 9. Exercises leadership in the identification and application of distance learning technologies designed to enhance instruction to teachers, principals, media specialists, administrators, and other District staff.
 10. Manages, plans, organizes, implements, and completes required reporting components of various grants and projects, ensuring established deadlines are met.
 11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
2. In-depth knowledge of instructional video technologies.
3. Ability to work under pressure and to meet deadlines.
4. Ability to help diverse user groups in the use of on-line, digital, and video network systems.
5. Ability to plan, organize, prioritize, and work independently.

6. Ability to generate enthusiasm and to encourage the educational community to use distance learning and educational technology as effective tools in the delivery of instructional services and school management.
 7. Ability to effectively communicate in written, oral, and electronic forms.
 8. Possess personal characteristics including, but not limited to, tact, effective judgment, and interpersonal skills.
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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 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. Proficiency in the use of video and educational technology in a K-12 setting.

Preferred Qualifications

1. Successful experience in leadership roles related to curriculum, instruction, and staff professional learning.
2. Experience with project planning, analyzing and interpreting data and making decisions and recommendations regarding findings.

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: 04/22/22
- Created: 09/05/19