

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – READY TO LEARN

Reference Code: A245

Division: Vegas PBS

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to organize, plan, and facilitate family literacy workshops in public and private schools and in the community. In addition this position will assist with strategic planning with high-level management and grant writing to secure sustainability in the Ready To Learn (RTL) literacy outreach program. A focus will include training teachers and parents on the utilization of educational technology to improve student achievement. The person selected for this position will be directly responsible to the Director of Educational Media Services, Vegas PBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plan, organize, and implement projects and activities which will foster and increase utilization of distance learning and public media technology services in the Clark County School District and community.
2. Plan, organize, and assist in the implementation of the Ready To Learn project, targeting programs and services for children aged 2 to 12 and child care providers.
3. Interface with school personnel and collaborative partners to leverage resources in the community.
4. Exercise leadership in the identification and application of distance learning technologies designed to enhance instruction to teachers, principals, media and technology specialists, administrators, and other public school staff throughout the state.
5. Assist with research and needs assessment for grant applications.
6. Collect and review evaluation criteria based on workshops, trainings, and special events.
7. Train trainers on utilization of instructional TV, educational media, RTL methodologies, and classroom technology.
8. Organize and provide on-going communication for special community events to expand outreach opportunities.
9. Compile quantitative, qualitative, and anecdotal data for required reports to Title I; federal, state and local educational management; and Corporate or Foundation grant awards.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to work under pressure and to meet deadlines.
2. Ability to help diverse user groups in the use of on-line, satellite, and video network systems.
3. Ability to plan, organize, prioritize, and work independently.
4. Ability to generate enthusiasm and to encourage the educational community to use distance learning as an effective tool in the delivery of instructional services and school management.
5. Possess personal characteristics including, but not limited to, tact, effective judgment, interpersonal skills, and personal judgment.
6. Ability to work with a diverse population.
7. Ability to effectively communicate in written, oral, and electronic forms.

POSITION REQUIREMENTS:

Education and Training:

1. An earned bachelor's degree from an accredited college or university in a related field or currently serving as a professional-technical employee with the Clark County School District.
2. Knowledge of instructional video technologies.

Licenses and Certifications:

1. Hold or be able to acquire, by the time of appointment to the position, a valid Nevada teaching license.
2. 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 experience in a licensed, Pre-K through Grade 5 teaching/education related position.
2. Proficient in the use of video and telecommunications technology in a K-12 setting.

Preferred Qualifications:

None specified

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.