

Coordinator III, Educational Technology Utilization

Position Details

Job Code: U7402

Reference Code: A246

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 promote the use of instructional television and other distance learning technologies by providing educational consultant services to teachers, principals, staff, and Clark County School District administrators. This position assists the instructional television (ITV) staff in the organization, implementation, and evaluation of effective ITV 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, Operational Services Unit (OSU).

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 TV, video broadcast communication systems, and online programming and technologies.
2. Provides orientation in the use of in-school video, video on demand, and cable 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 ITV programming, schedules, and materials.
 5. Assists with the coordination of ITV 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.
 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 two (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. 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 in a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Proficient 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 development.
2. Experience with project planning, and analyzing and interpreting data.

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: 04/26/22
- Created: 10/01/08