

Coordinator III – Vegas PBS

Workforce Training and Economic Development Online Services

Position Details

Reference Code: A955

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 promote the use of online education technologies by providing educational services to individuals, educators, and the leadership of schools, government entities, non-profits and business and industry enterprises. This position assists the Workforce Training and Economic Development staff in the organization, implementation, and evaluation of effective online education programs and services relevant to Vegas PBS' Workforce Training and Economic Development offerings. This position is directly responsible to the Director, Workforce Training and Economic Development, Vegas PBS, Office of the Superintendent.

Essential Duties and Responsibilities

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

1. Provide customer/student orientations in the use of online instruction and assessments.

2. Provide orientations in the use of the learning assessment and management systems and its reporting features.
 3. Assist in the development of informational materials, training guides, and promotional materials for utilization in conjunction with locally produced or vendor on-line programs and services.
 4. Assist in the planning, organizing, review and implementation of online training assessments and programming, schedules, and materials.
 5. Assist with the coordination of vendor purchasing and advisory committees.
 6. Plan, organize, and implement projects and activities, which will foster and increase utilization of online learning and assessment services in statewide and in industry verticals.
 7. Interface with production crew assigned to online production and professional in-service programming to maximize production quality and customer satisfaction.
 8. Plan, organize, and assist in the implementation of the online instruction targeting programs and services for workforce sectors and industry targets outlined in the Governor's Economic Development Plan and priorities established by state, local or federal agencies.
 9. Exercise leadership in the identification and application of online technologies designed to enhance student development and workplace performance.
 10. Prepare accountability reports and other necessary documentation.
 11. Ability to facilitate community partnerships with businesses.
 12. Perform 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. Strong verbal, written, analytical, and persuasive presentation skills.
3. Ability to interact effectively with all levels of employees, vendors, and outside agencies.
4. Ability to prepare training proposals and agreements.
5. Ability to develop training presentations for use with educators, business professionals and economic development agencies.
6. Effective skills in planning, organizing and coordinating activities.
7. Experience with the delivery of instruction using technology.
8. Ability to work cooperatively with various departments within the Clark County School District, with other school districts, and state and national agencies.
9. Knowledge and experience in the field of Career and Technical Education (CTE) or related secondary academic experience.

10. Participate in a variety of community committees and meetings, as appropriate.

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

None Specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated experience in the use online media and learning management systems in a K-12 or adult education environment.
3. Knowledge of online technologies and learning management systems.

Preferred Qualifications

None Specified.

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

AA/EOE Statement

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.

Job Revision Information

- Revised: 05/25/21
- Created: 08/01/12