

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – WORKFORCE SALES AND VETERANS OUTREACH

Reference Code: A956

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 and sell the use of distance education technologies by providing educational services to individuals, educators, 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 and other education services helpful to Veteran families. The person selected for this position will work directly with targeted populations, specifically military bases, Veterans, and Veterans organizations statewide. This position is a self-funded position through grants and client sales and reports directly to the Director, Workforce Training and Economic Development, Vegas PBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide customer orientations to individuals and groups in the use of online instruction.
2. Provide orientation in the use of the learning management system 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 programming, schedules, and program collateral 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 services in statewide, industry verticals, or to targeted populations
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 the Veterans Administration's reemployment and training priorities.
9. Exercise leadership in the identification and application of online technologies designed to enhance workplace performance.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Strong verbal, written and analytical and persuasive presentation skills.
2. Ability to interact effectively with all levels of employees, vendors and outside agencies.
3. Ability to prepare training proposals and agreements.

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. Former military leadership experience (E-5 or above with any branch of military or with entities whose primary customers are veterans and families) with supervisory or management experience.
3. Five (5) years successful sales/marketing experience to include contracting and proposal writing.
4. Knowledge of online technologies and learning management systems.
5. Demonstrated experience in the use online media and learning management systems in a K-12 or adult education environment.

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.