Coordinator III – K-12 Health, Physical Education, and Driver Education

Position Details
Reference Code: A895
Division: Curriculum and Professional Development
Classification: Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

Position Summary
This position functions to provide leadership, coordination, and specialized support to teachers and administrators in the areas of K-12 health, physical education, and driver education. This position is responsible for curriculum development, professional development, research, and program development. This position is directly responsible to the Director, K-12 Science, Health, and Physical Education Department, Curriculum and Professional Development Division, Curriculum, Instruction, and Assessment Unit.

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

1. Communicates with and provides support to school-based staff including licensed personnel and site administrators as well as region superintendents, school associate superintendents, and central administrators in the areas of K-12 health, physical education, and driver education.
2. Plans, develops, and coordinates implementation of new and/or revised curriculum, documents, and resources for K-12 health, physical education, and driver education.

3. Works effectively with administrators and classroom teachers to implement effective instruction in the areas of K-12 health, physical education, and driver education.

4. Plans, prepares, and conducts professional development opportunities for teachers and administrators in the areas of K-12 health, physical education, and driver education.

5. Provides site observations of new teachers and teachers in need of improvement in the areas of K-12 health, physical education, and driver education.

6. Leads and coordinates the textbook adoption process, in collaboration with the Purchasing Department, in the areas of K-12 health, physical education, and driver education.

7. Develops and updates curriculum documents for the Curriculum Commission and provides input and monitoring of content on the Curriculum Engine in the areas of K-12 health, physical education, and driver education.

8. Prepares all agendas, minutes, and instructional materials for the Sex Education Advisory Committee.

9. Collects and analyzes data from mandatory units of instruction compliance documents for health and prepares information for public records requests for sex education.

10. Prepares testimonies, supporting documentation, and content-related information for distribution to the Clark County School District Board of Trustees, State Board of Education, Academic Standards Council, Legislative Committees on Education, and other decision makers and stakeholders in the areas of K-12 health, wellness, sex education, physical education, and driver education.

11. Maintains the approved sex education materials database and inputs all materials approved by the Board of Trustees.

12. Attends and monitors Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to sex education instructional materials and curriculum.

13. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment in the areas of K-12 health, physical education, and driver education.

14. Serves as liaison to community groups and public agencies, representing the Clark County School District in matters related to health and wellness, physical education, and driver education at the local, state, and national levels, including the Nevada Department of Education (NDE), American Heart Association (AHA),
Southern Nevada Health District (SNHD), Nevada Department of Agriculture (NDA), and Las Vegas Metropolitan Police Department (LVMPD).

15. Serves as the District wellness coordinator; monitors and implements student wellness activities in alignment with District policy and Nevada Revised Statutes (NRS).

16. Monitors and implements grant-funded projects and programs related to the position, such as the CrossFit program.

17. Monitors and plans expenditures within assigned budget.

18. Supervises and evaluates the performance of assigned staff.

19. Performs other duties related to the position, as assigned.

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Position Expectations

1. High level of self-confidence, initiative, self-direction, and motivation.

2. Willingness to maintain a flexible work schedule that conforms to project needs including evening and weekend events.

3. Effective communication, collaborative, and interpersonal skills.

4. Effective skills in planning, organizing, and coordinating projects.

5. Excellent verbal, written, and presentation skills.

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Position Requirements

Education and Training
An earned master’s degree from an accredited college or university.

Licenses and Certifications
Must possess or be able to acquire appropriate Nevada administrative endorsement, as appropriate.

Experience
1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement or have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Detailed knowledge of and experience with effective curriculum development and instructional practice/strategies pertaining to health, physical education, and driver education.

Preferred Qualifications

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Successful experience in leading professional development sessions for teachers and administrators in health, physical education, and driver education.
3. Strong curriculum background and experience with instructional planning and leadership at a school or school district-level.

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: 04/15/19
- Created: 08/31/17