

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – DISTANCE EDUCATION

Reference Code: A413

Division: Curriculum and Professional Development

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the instructional leader for digital content and instructional programs for Distance Education, Online Learning. Responsibilities include setting standards/processes for digital content programs, supervision and evaluation of staff and pupil activities, and research best practices for delivering digital content. This position is directly responsible to the Director, Curriculum and Professional Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plan, organize, and utilize resources for the development and implementation of digital curriculum, K-12.
2. Supervise and evaluate instructional and support staff; provide appropriate staff development activities to ensure program effectiveness.
3. Ensure digital content is in alignment with Clark County School District syllabi and Nevada State Content Standards.
4. Communicate programs to the areas, schools, parents, and students.
5. Assist the director in developing, monitoring, and revising procedures budgetary and program within the department.
6. Test, develop, and implement emerging technologies for curricular purposes.
7. Articulate specific technology infrastructure, training and technical support needs for successful deployment of digital content to the director.
8. Seek grant opportunities to support distance education and administer and implement existing grants.
9. Serve as liaison (as appropriate) to community groups and public agencies, and represent the District in matters related to distance education.
10. Monitor assigned budget.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

Strong oral and written communication skills.

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:

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 supervisory experience related to the administrative position.
2. Three (3) years teaching experience in a private, public, or corporate training or classroom setting including two (2) years developing and/or instruction of distance education courses.
3. Knowledge and experience with digital content.
4. Success working with multiple media in delivering instruction.
5. Effective communication, collaborative and interpersonal skills.
6. Effective skills in planning, organizing, and coordinating activities.
7. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.

Preferred Qualifications:

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Ability to work under pressure and to meet deadlines.
3. Demonstrated experience in team leadership.
4. Experience with delivering instruction using the Internet.
5. Experience with delivering instruction using television.
6. Ability to work cooperatively with other departments within the Clark County School District and with other agencies, both state and national.
7. Ability to communicate technical information effectively to non-technical audiences.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.