COORDINATOR III – K-5 MATHEMATICS AND SCIENCE
Reference Code: A412
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 curriculum and instructional leadership in the areas of curriculum, professional development, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to elementary mathematics and science. This position is directly responsible to the Director, K-12 Mathematics and Instructional Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Design, present, and facilitate mathematics and science professional development activities for teachers, parents, administrators, and other audiences, as required.
2. Serve as a liaison between the Curriculum and Professional Development Division and the Service Areas.
3. Gather, evaluate, and disseminate research-based practices in curriculum, instruction, and assessment; understand curricular ramifications of No Child Left Behind and state legislative mandates.
4. Supervise preparation of curriculum documents and instructional materials, as assigned.
5. Assist with data collection and grant writing/monitoring.
6. Develop, monitor, and implement grants and budgets.
7. Coordinate the work of design teams to support Title II grant funding.
8. Articulate effective mathematics curriculum, programs, and research to teachers, administrators, parents, and community members.
9. Represent the Clark County School District in matters related to elementary mathematics and science at the local, state, and national levels.
10. Collaborate with K-12 mathematics and science program administrators to ensure program alignment.
11. Supervise and evaluate the performance of assigned staff.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Ability to communicate clearly both verbally and in writing.
2. Ability to work cooperatively with school and administrative personnel.
3. Ability to write and analyze curriculum documents.
5. Excellent verbal and written communication skills.
6. Effective presentation skills.

POSITION REQUIREMENTS:
Education and Training:
1. An earned master’s degree from an accredited college or university.
2. Training and experience with effective elementary mathematics and science programs.

Licenses and Certifications:
1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
Experience:
   Previously demonstrated a minimum of five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.

Preferred Qualifications:
2. Elementary teaching experience.
3. High level of self-confidence, initiative, self-direction, and motivation.
4. Experience in program management.
5. High-level skills in planning, organizing, and coordinating job-related tasks.

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.