Coordinator III – K-12 Literacy and Language Development

Position Details
Reference Code: A459
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 as an instructional leader for K-12 literacy and language development programs and operations within the Curriculum and Professional Development Division. Responsibilities include setting and maintaining standards/processes for literacy instruction, curriculum development, professional learning, and K-12 literacy goals. The individual selected for this position is directly responsible to the Director, K-12 Literacy and Language Development Department, Curriculum and Professional Development Division (CPD).

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

1. Plans, organizes, and coordinates Clark County School District programs for curriculum and instruction related to K-12 literacy and language development.
2. Assists with the implementation of the curricular and instructional components of the Nevada Standards for Professional Learning related to K-12 literacy and language development.
3. Establishes an effective system for literacy communication for all stakeholders.
4. Provides input to the Director, K-12 Literacy and Language Development, for evaluation of instructional delivery tools by user groups and facilitates the standardization of selected tools for the District.
5. Coordinates ongoing support and professional learning with other departments relative to implementation of literacy curricular and instructional issues.
6. Facilitates the English Language Arts textbook selection and adoption process.
7. Monitors Nevada State Board of Education (NSBE) and Academic Standards Council meetings for issues related to literacy and language development curriculum.
8. Supervises and evaluates instructional and support staff; provides appropriate professional learning activities to ensure student achievement in literacy.
9. Develops project management plans for various curricular projects and literacy goals.
10. Develops and implements ongoing literacy professional learning for teachers and administrators.
11. Develops, monitors, and revises departmental forms, as needed.
12. Facilitates grant activities and special projects related to the position, and manages their respective budgets, as assigned.
13. Collaborates with the Nevada System for Higher Education (NSHE) regarding standards and curricular alignment related to K-12 literacy and language development.
14. Performs other duties related to the position, as assigned.

**Position Expectations**

1. Effective communication (verbal and written), collaborative, and interpersonal skills.
2. Effective skills in planning, organizing, presenting, and coordinating activities.
3. Knowledge and understanding of District policies, regulations, procedures, and standards related to literacy and language development.
4. Knowledge and understanding of state educational requirements and legal implications related to literacy and language development.
5. Ability to work under pressure and to meet deadlines.
6. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
7. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
8. Ability to work cooperatively with other departments within the District and with other agencies at the university, state, and national level.
9. Ability to support school site administrators and literacy leaders with a focus on improving student achievement.

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**Position Requirements**

**Education and Training**
An earned master’s degree from an accredited college or university in Curriculum and Instruction or related field.

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

**Experience**
1. Have previously demonstrated at least 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 to the position, a Nevada school administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Educational emphasis and experience in Literacy, English Language Arts, or a related field.
3. Demonstrated experience in curriculum design and professional learning.
4. Demonstrated experience in designing, facilitating, and evaluating professional development.
5. Demonstrated experience in team leadership.
6. Demonstrated experience in instructional planning at the school or District-level.

**Preferred Qualifications**
1. Experience in overseeing grants.
2. Demonstrated knowledge of current national and Nevada State reading initiatives.

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: 04/25/16