COORDINATOR III – K-12 PROFESSIONAL LEARNING AND DISTANCE EDUCATION
Reference Code: A915
Division: Instructional Design and Professional Learning
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serve as the person responsible for digital content and instructional programs for Professional Development Education (PDE). Responsibilities include setting standards/processes for digital content programs, supervision and evaluation of staff and research best practices for delivering digital content. This position is directly responsible to the Director, K-12 Literacy, Talent, and Technology Development, Instructional Design and Professional Learning Division, Innovative Teaching and Learning Unit.

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 K-12 digital curriculum.
2. Supervise Professional Development Education (PDE) Department and perform tasks to provide PDE classes and process credit for license renewal.
3. Develop and implement a process for ensuring PDE courses are delivered as marketed and impacts participant’s skills and knowledge.
4. Communicate and collaborate with Clark County School District personnel and State agencies.
5. Supervise and provide training for PDE instructors.
6. Facilitate training for District divisions and departments on the use of current technologies (i.e., Canvas, Saba, Google Apps, InterAct).
7. Supervise and evaluate instructional and support staff; provide appropriate staff development activities to ensure program effectiveness.
8. Ensure digital content is in alignment with Nevada Academic Content Standards (NVACS) and Nevada Educator Performance Framework (NEPF).
9. Communicate programs to divisions, performance zones, and schools.
10. Assist the Director in developing, monitoring, and revising procedures, budgets, and programs within the department.
11. Test, develop, and implement emerging technologies for curricular purposes.
12. Articulate specific technology infrastructure, training, and technical support needs for successful deployment of digital content to the director.
13. Seek grant opportunities to support distance learning and administer/implement existing grants.
14. Serve as liaison (as appropriate) to community groups and public agencies, and represent the District in matters related to distance learning.
15. Monitor assigned budget.
16. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Experience in designing online and blended content.
3. Ability to work under pressure and to meet deadlines.
4. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
5. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
6. Ability to communicate clearly both orally and in writing; ability to explain complex technical information in an easy to understand manner.
7. Demonstrate experience in team leadership.
8. Experience with delivering instruction using current technology tools (i.e., Google Apps, Canvas).
10. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.
11. Ability to communicate technical information effectively to non-technical audiences.

POSITION REQUIREMENTS:
Education and Training:
   An earned bachelor’s degree from a regionally-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. Minimum of five (5) years teaching experience in a private, public, or corporate training, or classroom setting including two (2) years developing and/or providing 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.
8. Demonstrated ability to lead professional development.
9. Successful performance in the position held at the time of application.

Preferred Qualifications:
1. Current or previous experience as an administrator in a K-12 or related setting.
2. Master’s degree from a regionally-accredited college or university with coursework in instructional technologies or related field.
3. Demonstrated experience in program management.
4. Demonstrated experience in team leadership.
5. Demonstrated experience with delivering instruction using the Internet.

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

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