

Coordinator IV, Deaf and Hard of Hearing (DHH)

Position Details

Job Code: U7403

Reference Code: B051

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for supervising, coordinating, leading, and evaluating the DHH Department. The DHH Department provides specialized instruction and consultative services to meet the individualized needs of students who are deaf or hard of hearing. This position provides technical assistance and instructional coaching to school-based DHH programs. This position reports directly to the Director II, Special Education Programs and Projects, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides administrative support to school administrators, teachers, and to families/guardians of students who are DHH.
2. Provides administrative coordination and joint oversight as necessary, to ensure the implementation of evidence-based instructional practices in DHH school-based programs.
3. Assists in providing support services to serve students with disabilities in least restrictive environments (LRE).

4. Provides direct assistance to trans-disciplinary teams through the use of a variety of instructional strategies with the ability to adapt curricula and to make appropriate accommodations and modifications for students who are deaf or hard of hearing.
 5. Plans, organizes, and coordinates staff professional learning activities on best practice methodology for students who are deaf or hard of hearing.
 6. Assists the Human Resources Division (HRD) and school site administrators in recruitment efforts and interviewing for qualified personnel.
 7. Assists in the coordination of services between various school and community agencies whose function is to serve students who are deaf or hard of hearing.
 8. Assists with the development and administration of the department budget.
 9. Supervises and evaluates the performance of assigned staff.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrates a thorough working knowledge of federal, state, and local mandates (i.e., Individual with Disabilities Education Act (IDEA), Public Law (PL) 108-446; Nevada Administrative Code (NAC); Section 504 of the Rehabilitation Act).
 2. Develop and demonstrate a thorough working knowledge of special education procedures, services, and programs in the Clark County School District (CCSD).
 3. Demonstrate high level of self-confidence, initiative, and self-direction.
 4. Demonstrate high level of skills in planning, organizing, and coordinating the activities of others in a pleasant, efficient manner.
 5. Exhibit strong written and verbal communication skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated at least five (5) years of successful experience in special education and/or related services in an accredited K-12 public or private school and be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful experience in Deaf education and/or related services providing services to students who are deaf or hard of hearing in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement or Program Administrator endorsement.
2. Three (3) years of successful experience providing direct service to students with disabilities.

Preferred Qualifications

1. Knowledge of current trends and best practices in educating students who are deaf or hard of hearing.
2. Demonstrated experience in conducting professional learning.
3. Demonstrated writing ability.
4. Experience with implementing and/or supporting inclusive practices.
5. Demonstrated experience with students with low incidence disabilities.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/27/23
- Created: 04/30/20