COORDINATOR III - HOMEBOUND EDUCATION
Reference Code: A019
Division: Student Support Services
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 leadership of the Homebound Department. This position is responsible for the development of appropriate policies and procedures, assignment of caseloads, and effective communication with students, families, schools and other professionals. This position is directly responsible to the Director, Instructional Support and Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Provide leadership in the identification, development, and implementation of instructional programs to meet the needs of Homebound students.
2. Develop and provide relevant in-service activities for Homebound teachers.
3. Develop effective communication channels within the department/division.
4. Develop effective communication channels to schools, related service personnel, and community resources including the medical community.
5. Demonstrate a working knowledge of Individuals with Disabilities Education Act (IDEA), No Child Left Behind (NCLB), Nevada Administrative Code (NAC), and Section 504.
6. Develop and monitor budget.
7. Maintain appropriate documentation of all department/staff activities.
8. Collaborate effectively with Area/school-based administration.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Excellent verbal, written, and presentation skills.
2. Effective skills in planning, organizing, and coordinating activities.

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 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:
1. 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.
2. Three (3) years minimum experience in special education.
3. Demonstrated knowledge of the instructional needs of all students, including students with disabilities.
Preferred Qualifications:
1. Successful administrative experience.
2. Demonstrated experience in team leadership.
3. Ability to work cooperatively with all departments in the Clark County School District and with other agencies, both local and state.
4. High level skills in planning, organizing, and coordinating job-related tasks.
5. High level of self-confidence, initiative, self-direction, and motivation.
6. Strong facilitation and presentation skills.

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.