



# Coordinator IV, System Accreditation

## Position Details

Job Code: U7403

Reference Code: A484

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide support and assistance with the process of obtaining and maintaining system accreditation as it applies to site-based leadership and the Clark County School District (CCSD) as a whole. The person selected for this position is directly responsible to the Director I, System Accreditation Department, Assessment, Accountability, Research, and School Improvement Division (AARSI), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Promotes and supports the process of system accreditation and department goals, including the connection to the CCSD's Strategic Plan.
2. Provides leadership in the implementation and oversight of system accreditation in alignment with the Clark County School District Board of School Trustees' mission and vision and CCSD goals.
3. Establishes and maintains administrative relationships with schools, CCSD leadership, and stakeholders related to the process of system accreditation.

4. Plans, prepares and facilitates professional learning and support for the CCSD-adopted tools utilized in the system accreditation process, including, but not limited to stakeholder surveys, learner environment data collection, and analysis of a variety of student outcomes.
  5. Develops, monitors and evaluates resources, structures, and protocols for continuous engagement in the system accreditation process, and the variety of steps/phases in the process.
  6. Manages multiple projects and responsibilities simultaneously and prioritizes accordingly, including monitoring and evaluating project plans to ensure completion within timelines.
  7. Captures, organizes and summarizes qualitative and quantitative evidence of learning environment data as it aligns to the standards of accreditation.
  8. Provides direct support and expertise to administrators, educators, and other stakeholders regarding the components of the System Accreditation Department.
  9. Collaborates with district and school-based teams to identify and synthesize evidence for all phases of the accreditation cycle.
  10. Collaborates with school leadership teams, district leadership, and the system accreditation steering committee to identify areas of excellence, areas for improvement, and challenges identified in CCSD's ability to meet the four key characteristics of accreditation.
  11. Provides input to the Director of System Accreditation for the creation and evaluation of professional learning and the structures and processes of system accreditation.
  12. Collaborates with AARSI staff and other relevant departments, divisions, and units to collect, analyze, and synthesize key evidence sources aligned to the standards of system accreditation.
  13. Develops, monitors and evaluates progress monitoring systems and accountability measures related to system accreditation.
  14. Prepares a variety of reports and presentations on system accreditation designed for various diverse audiences, including parents/guardians, the media, business leaders, other school districts, and the community.
  15. Gathers, evaluates and organizes systemwide evidence aligned to accreditation performance standards.
  16. Responds in a timely manner to written and verbal correspondence regarding system accreditation.
  17. Adheres to all CCSD rules, policies, and regulations.
  18. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of the system accreditation and continuous improvement processes.
  2. Proficient in Microsoft Office Suite and Google Suite.
  3. Effective skills and experience with planning, organizing, and coordinating activities with progress monitoring.
  4. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, sound judgment, and professionalism.
  5. Ability to communicate clearly, both verbally and in writing.
  6. Ability to establish and maintain effective working relationships with CCSD administrators, educators, and support professionals.
  7. Ability to read, analyze, and interpret evidence and artifacts aligned to standards of system accreditation.
  8. Ability to present to a variety of audience sizes using various modalities, maintaining participant engagement.
  9. Ability to develop and conduct professional learning aligned to the Nevada Standards for Professional Learning.
  10. Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
  11. Ability to communicate technical information effectively to non-technical audiences, and to illustrate project goals and progress to other departments/divisions, and agencies outside of CCSD.
  12. Ability to recognize and report hazards and to apply safe work methods.
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## Position Requirements

### Education and Training

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

### Licenses and Certifications

1. Hold or be able to acquire, by the time of appointment to the position, a Nevada 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 licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate 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. Experience with school improvement and/or accreditation.
3. Experience developing and delivering professional learning.
4. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

Previous experience in, or knowledge of, the accreditation process.

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

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## **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, 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**

- Created: 07/10/24