

Coordinator III, Administrative Services, Adult Education

Position Details

Job Code: U7402

Reference Code: A732

Division/Unit: Alternative Services

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The position is responsible for activities related to providing administration, program guidance, fiscal oversight, and community engagement to Adult Education and Correctional Facilities. This position supervises Budget Services and Program Management for Adult Learners and is directly responsible to the Executive Director, Alternative Services, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Assists in the planning and implementation of Adult Education programs in schools by working in conjunction with program staff, site administrators, school associate superintendents (SAS), region superintendents, parents/guardians, and community organizations.
2. Assists site administrators in budgeting and program management in accordance with Clark County School District, state, and federal guidelines and regulations.
3. Serves as the liaison with community stakeholders and student engagement to implement appropriate recruitment strategies.
4. Maintains student database for engagement and graduation completers.

5. Develops and recommends programming and services for adult learners.
 6. Assists the Executive Director in developing, establishing, monitoring, and managing assigned division, school, and program budgets.
 7. Facilitates the development of timely and accurate information and analysis to support fiscal management decisions of all budgets.
 8. Works with appropriate District, Nevada Department of Education (NDE), and the Nevada Department of Corrections representatives regarding budgeting systems, programs, and best practices.
 9. Develops procedures to maintain compliance with District, state, and federal programmatic and fiscal guidelines, timelines, and deadlines.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to plan and organize work and set priorities.
 2. Possess effective skills in the use of Microsoft Word, Excel, PowerPoint, and Google applications.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

Satisfactory service in a corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

None specified.

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: 09/12/23
- Created: 03/14/16