

Coordinator IV – Department of Adult Education

Position Details

Job Code: U7403

Reference Code: A101

Division/Unit: Alternative Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to supervise the Adult High School Diploma Program, the High School Equivalency (HSE) testing operation, curriculum implementation, Special Education Services, Adult Basic Education (ABE), probation and parole education, Adult Education College and Career Center Services, credit retrieval partnerships with the Clark County School District (CCSD) comprehensive high schools and Adult English Language Learner (ELL). This position is directly responsible to the Director IV, Alternative Services, Education Services Division.

Essential Duties and Responsibilities

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

1. Assigned as Chief Examiner for the High School Equivalency exam and counterparts; this position reviews testing data, contacts vendors, and meets with staff to discuss testing procedures and protocols.
2. Oversees the HSE Practice Test and reviews scores with students to determine the best educational route to successfully pass the HSE exam.
3. Offers input to the Adult Education budget; includes planning for future expenditures and allocating funds to areas that require more financial support.

4. Reviews curriculum for educators and counselors; includes reviewing changes and updates to online courses and materials for instruction and student support.
5. Develops, creates, and maintains educator/counselor master schedules for the main office and satellite locations.
6. Reviews educator plans to ensure that standards are being taught with rigor.
7. Supports comprehensive schools and other CCSD departments in efforts to implement CCSD initiatives, provides options for students, and increases graduation rates; collaborates with administration and comprehensive school staff in the development of concurrent credit retrieval programs with the Department of Adult Education.
8. Evaluates and supports educational programming with Department of Juvenile Justice students that are enrolled in HSE preparation and credit courses for high school diploma attainment.
9. Supervises unified, licensed, and support professionals, as assigned and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals, conducts observation cycles and the evaluation process for the Nevada Educator Performance Framework evaluations for licensed educators.
10. Meets with various community entities to discuss current and future educational partnerships that will lead adult students to a diploma route and post-secondary opportunities.
11. Conferences with personnel from the Nevada Department of Corrections regarding HSE guidance and interpretation of testing data; sets testing schedules and reports on their testing results.
12. Collaborates with the Adult Education Special Education Instructional Facilitator to review student Individualized Education Programs that were in the CCSD K-12 system.
13. Oversees the Adult Education National Honor Society; includes reviewing student data to determine if candidates qualify for the membership.
14. Assists educators and counselors with student needs and concerns such as requesting wraparound services and readdressing educational paths that best suit students.
15. Writes and maintains personnel files.
16. Interviews educators, counselors, and support professionals for vacant positions.
17. Conducts disciplinary conferences with other administrators to address concerns with support staff, educators, and counselors.
18. Attends and plans graduation ceremonies for the Nevada Department of Corrections and the Department of Adult Education.

19. Meets with community agencies and stakeholders to promote positive working relationships that can better serve our students.
 20. Meets with educators, counselors, and support professionals to discuss office/classroom issues and updates.
 21. Collects data on ELL and HSE assessments to determine if instruction needs to be restructured and redirected with student needs.
 22. Meets with ELL personnel regarding student data, enrollment, and progress of student learning.
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Position Expectations

1. Working knowledge of laws, policies, and regulations governing Adult Education.
 2. Knowledge and understanding of CCSD policies, regulations, and procedures to include state educational requirements.
 3. Understanding of and sensitivity to the needs of the various cultural and ethnic groups in the school community.
 4. Multitask in a fast-paced, quickly changing environment.
 5. Schedule and develop contingency plans for licensed, counselor, and support professional coverage over an extended workday.
 6. Regularly compile registration, enrollment, and positive attendance data to drive instructional decision making.
 7. Ability to communicate clearly verbally and in writing.
 8. Ability to establish and maintain an effective working relationship with CCSD administrators, licensed and support professionals, substitutes, and outside agency representatives.
 9. Ability to quickly make sound and effective judgments regarding a variety of administrative and educational issues.
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Position Requirements

Education and Training

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

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or,

- Have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of three (3) years' experience as a contracted administrator in an accredited K-12 public or private school; or,
Recent successful academic leadership experience as a contracted administrator. *Leadership experience may include, but is not limited to, school administration, CCSD administration, curriculum development, professional learning, program evaluation and improvement, instructional assessment and accountability, or educational technology.*
 3. Experience with school accountability in terms of data analysis to systemic school improvement planning.
 4. Specialized training in school registration and office operations and procedures; curriculum and instruction; Infinite Campus; CCSD test security and administration.
 5. Successful performance in the position at the time of application.

Preferred Qualifications

1. Knowledge of alternative programs and due process of the CCSD relating to students.
2. Knowledge or experience with adult education and adult program requirements.
3. Knowledge or experience with Department of Corrections expectations and requirements.
4. Understanding of the Nevada HSE requirements and approved assessments.
5. Understanding of the Nevada requirements for an Adult Standard Diploma.
6. Understanding of the Nevada Alternative School Performance Framework.
7. Knowledge of and experience with a comprehensive guidance and counseling program.

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, 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: 05/07/25
- Created: 08/04/14