

Coordinator III, Newcomer Support and Education

Position Details

Job Code: U7402

Reference Code: A617

Division/Unit: Community Partnerships and Government Relations

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position provides educational support by promoting effective practices that enhance academic achievement for a diverse newcomer student population, while also addressing the unique needs of newcomer families. The role includes serving as an educational leader to deliver professional learning and guidance to schools, staff, and the community in alignment with newcomer-specific programs, services, and assistance. This position is responsible to the Director, Clark County School District (CCSD) Family Support Center, Community Partnerships and Government Relations.

Essential Duties and Responsibilities

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

1. Directs the planning and design of K–12 professional learning focused on newcomer student support (i.e., academic, social-emotional).
2. Develops and implements sustained professional learning that addresses the administrative, instructional, and structural needs of newcomer students including those with limited and interrupted formal education.

3. Demonstrates insights on educational challenges, regulations, and emerging trends concerning newcomer students and their families, influencing both student success and teacher efficacy.
 4. Serves as a liaison with other departments/divisions and communicates regularly to ensure maximum efficiency in the delivery of services to schools.
 5. Provides teachers with assistance in methodology and materials appropriate for newcomer students and family support.
 6. Provides leadership in the identification, design, and implementation of promising and best practices in newcomer support programs.
 7. Serves as a liaison to community groups and public agencies in matters related to the support of newcomer students and families.
 8. Provides instructional coaching and modeling to educators in support of the development of high-quality services for newcomers.
 9. Conducts research on national trends, guiding principles, and best practices in newcomer support programs, implementation and evaluation.
 10. Facilitates ongoing partnerships and collaborations with local, state and national organizations in the provision of resources that contribute to the success of newcomer students and families.
 11. Oversees performance management, program evaluation, and data analysis related to newcomer professional learning projects.
 12. Participates in budget development to address department needs and goals.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Nevada Academic Content Standards.
2. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC).
3. Knowledge of best practices and current research in curriculum and educational issues, along with meeting the needs of English language learners and newcomer students.
4. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
5. Knowledge of CCSD policies and regulations.
6. Knowledge of legalities associated with personnel management and supervision.
7. Knowledge of CCSD organizational structure and related personnel.

8. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of CCSD.
 9. Knowledge of effective professional learning related to newcomer students and families.
 10. Knowledge of the United States Department of Education Newcomer Toolkit.
 11. Effective verbal and written communication skills.
 12. Effective skills in planning, organizing, and coordinating activities.
 13. Effective collaborative and interpersonal skills.
 14. Effective planning and delivering of professional learning utilizing extensive technology 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. Hold or be able to acquire, by 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 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. Effective experience in team leadership, demonstrating diplomacy, judgment, problem-solving, and accountability.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. English as a second language (ESL)/bilingual teaching experience, preferably Spanish.
2. Hold a Nevada English Language Acquisition and Development (ELAD) and/or bilingual endorsement.

3. Proficient in two or more languages (fluent-biliterate/multiliterate).

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

- Created: 02/19/25