



# Coordinator III, Recruiter

## Position Details

Job Code: U7402

Reference Code: A619

Division/Unit: Human Resources

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This pivotal position will operate with considerable autonomy and will orchestrate the operational, technical, and strategic initiatives that propel our dynamic recruitment endeavors. The person selected for this position will leverage diverse technological ecosystems while engaging in extensive travel to establish and nurture strategic partnerships with prestigious institutions of higher education beyond state boundaries. This multifaceted role is responsible for cultivating professional networks, analyzing, disseminating and presenting pertinent information, identifying and engaging promising instructional and educational leadership talent, fostering collaborative student teacher placement partnerships, and spearheading transformative events. This position presents and communicates to interested candidates the Clark County School District's (CCSD) instructional framework, encompassing Tier I instructional materials, Nevada Academic Content Standards (NVACS), and the Nevada Educator Performance Framework (NEPF). These comprehensive efforts culminated in the successful procurement of over 2,500 exemplary educators across CCSD annually, with a minimum of 400 licensed and administrative professionals directly attributed to the individual's sophisticated recruitment methodologies and personal outreach initiatives. This position is directly responsible to the Director II, Talent Recruitment and Teacher Pathways (TRTP), Human Resources Unit (HRU).

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## Essential Duties and Responsibilities

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

1. Cultivates and expands candidate pipelines through comprehensive research and strategic engagement with out-of-state educational institutions, workforce development agencies, professional recruiters, media outlets, alternate route to licensure providers, and digital platforms.
2. Evaluates, analyzes, prepares, and presents presentations of research findings, related to education teacher preparation programs, outside Nevada, to school and district leadership groups, and local and national partners.
3. Orchestrates and collaborates with CCSD Communications Unit on sophisticated marketing and communication initiatives to maximize brand visibility, encompassing innovative social/print media campaigns and customized marketing collateral tailored to specific target demographics.
4. Evaluates and implements sourcing and marketing initiatives through collaboration with the CCSD Communications Unit.
5. Develops, implements, and participates in strategic recruitment initiatives across researched out-of-state events and post-secondary institutions.
6. Designs and delivers compelling multimedia presentations, in alignment with CCSD's recruitment efforts.
7. Possesses mastery understanding of CCSD's instructional framework including Tier I Instructional materials.
8. Develops, implements, and presents to interested candidates presentations outlining professional growth opportunities available to licensed and administrative professionals.
9. Sources, nurtures, and persuades high-caliber educational leaders from all backgrounds to pursue careers within CCSD.
10. Establishes and cultivates enduring partnerships with community stakeholders, higher education institutions, and organizational leaders at both state and national levels.
11. Develops and sustains strategic partnerships with in-state and out-of-state academic institutions to facilitate student teacher placements and residency programs within CCSD.
12. Develops and implements compelling strategies to generate candidate interest and facilitates successful transitions to the Southern Nevada metropolitan area.
13. Analyzes recruitment metrics and campaign effectiveness, implementing strategic refinements to optimize outcomes.
14. Communicates regularly with established partners and CCSD leadership (schools and departments) with accuracy and professionalism.

15. Develops and articulates compelling narratives across diverse audiences through exceptional verbal and written communication skills.
  16. Synthesizes and analyzes complex multiple data sources to drive strategic decision-making, prioritization, and comprehensive reporting.
  17. Contributes to the successful execution of the CCSD's comprehensive recruitment and retention plan.
  18. Evaluates and possesses an advanced knowledge base of job descriptions and qualifying criteria.
  19. Maintains ongoing and regular virtual collaboration with team members across digital platforms.
  20. Coordinates and executes strategic recruitment missions to targeted academic institutions and communities nationwide.
  21. Analyzes vacancies, with knowledge of the application process and ability to work professionally and effectively with the Talent Acquisition Teams.
  22. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of CCSD policies and regulations, relevant Nevada Revised Statutes (NRS) statutes, and all collective bargaining agreements (CBAs).
2. Knowledge of Nevada Department of Education requirements for securing a teaching license in Nevada.
3. Demonstrated success as a licensed professional, including understanding of culturally responsive instructional processes, use of Tier I Instructional Materials, variety of instructional strategies, and knowledge of CCSD's Instructional Framework.
4. Knowledge of CCSD structures, schools, and communities and available opportunities.
5. Possesses documented effective or highly effective evaluations as a licensed educator.
6. Exhibits exemplary judgment, discretion, and professionalism at all times.
7. Demonstrates advanced problem-solving capabilities, and high-level presentation skills and abilities.
8. Thrives in high-pressure environments, adeptly managing dynamic priorities and concurrent deadlines with professionalism and accuracy.
9. Develops and executes recruitment initiatives, while demonstrating exceptional organizational and logistical expertise in event management and project coordination.

10. Maintains meticulous attention to detail in documentation and record-keeping processes, ensuring data integrity and accessibility.
  11. Develops and nurtures strategic alliances with corporate partners, academic institutions, and community organizations through professional relationship management.
  12. Proficient computer literacy; skills and in-depth knowledge of data mining and internet research.
  13. Possess high level ability to effectively and independently manage multiple tasks while maintaining confidentiality.
  14. Ability to collaborate effectively within the HRU, including CCSD schools and departments.
  15. Ability to travel regularly and independently promote CCSD's employment opportunities; travel may be necessary for up to three weeks per month.
  16. Ability to evaluate problems, analyze data, and make recommendations for improvements.
  17. Ability to communicate effectively in verbal and written form.
  18. Ability to interact professionally and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
  19. Ability to manage multiple tasks and responsibilities and to prioritize accordingly.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Must possess, or be able to acquire, by the time of appointment to the position, an active teaching license issued by the Nevada Department of Education.

2. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school.
3. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. An earned master's degree from an accredited college or university.
  2. Hold, or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.
  3. Documented teacher leader experience.
  4. Strong preference will be given to those candidates who can share various types of school leadership experience.
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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: 03/26/25