

Coordinator IV, Work-based Learning

Position Details

Reference Code: A647

Division/Unit: College, Career, Equity, and School Choice

Classification: Professional Technical and/or Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will be responsible for maintaining a work-based learning program in alignment with the requirements of Senate Bill (SB) 66 (2021) to include coordination and facilitation of all components of the program and to provide support and assistance to school-based administrators, teachers, counselors, and business/industry experts. The individual selected for this position will be directly responsible to the Director III, College and Career Readiness and School Choice Division, College, Career, Equity, and School Choice Unit (CCESCU). This is a grant-funded position.

Essential Duties and Responsibilities

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

1. Establish and sustain effective partnerships with business and industry entities in the high demand fields as identified by Nevada Governor's Office of Economic Development.
2. Sustain effective Work-based Learning Advisory Boards.
3. Serve as a liaison between schools and business/industry experts.

4. Enhance student achievement by developing a system to increase the number of students who are college and career ready through expanding the Clark County School District's capacity to offer high-quality, work-based learning programs through apprenticeships, internships, and job shadowing opportunities.
 5. Develop a student interest inventory to be used a guide to match students with specific career pathways.
 6. Maintain a system for monitoring students working in or engaged in an apprenticeships, internships, and job shadowing opportunity.
 7. Design and facilitate professional development for site-based personnel that allows them to connect with business and industry experts from high demand fields, trades, and occupations and provide them with a means to ensure that all students are aware of work-based learning and future career opportunities available to them.
 8. Work collaboratively with school-based personnel to monitor career exploration, provide effective resources, and establish connections with business partners.
 9. Conduct quarterly meetings with school-based personnel to ensure all are actively involved in planning, coordinating, and implementing work-based learning placements.
 10. Regularly visit campuses to ensure the fidelity of the program.
 11. Interface with all appropriate District departments to ensure program coordination and implementation.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of strategic program design, development, planning, and implementation, and execution.
2. Knowledge of applicable laws, codes, regulation, policies, and procedures.
3. Knowledge of District Policy and Regulations.
4. Knowledge of strategic program development, planning, and implementation.
5. Knowledge and ability to project plan, aligning and managing activities toward execution of identified goals.
6. Effective communication, collaborative, and interpersonal skills.
7. Proficient in the use of Microsoft Excel, Microsoft Word, G-Suite, Infinite Campus, and familiarity with lottery and application systems.
8. Must be customer-oriented using tact, patience, and courtesy.
9. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.

10. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
 11. Strong analytical, reasoning, and critical thinking skills.
 12. Exhibit effective communication, collaboration, and interpersonal skills.
 13. Exhibit excellent verbal, written, and presentation skills.
 14. Possess effective skills in planning, organizing, and coordinating activities.
 15. Demonstrated experience in team leadership.
 16. Exhibit strong interpersonal skills including using tact, patience, and courtesy.
 17. Work cooperatively with various departments within the District and with other agencies, both state and national.
 18. Ability to work independently with minimal supervision and to meet project deadlines.
 19. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
 20. Ability to work independently with minimal supervision and to meet project deadlines.
 21. Ability to communicating clearly, both orally and in writing.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in human resources management, business, public administration or a closely related field; or,
A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree and license and certificate requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

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. Three (3) or more years' administrative experience in workforce development.

-OR-

3. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
4. Three (3) or more years' experience in developing business and industry partnerships.

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: 01/25/23
- Created: 01/25/23