

Coordinator III, Secondary Literacy and Writing Development

Position Details

Job Code: U7402

Reference Code: A461

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions as an instructional leader for Secondary Literacy and Writing Development programs and operations within the Curriculum and Instructional Division (CID). Responsibilities include setting and maintaining standards/processes for literacy instruction, curriculum development, professional learning, and secondary literacy goals. The individual selected for this position is directly responsible to the Director, K-12 Literacy and Language Development Department, CID, Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Plan, organize, and coordinate Clark County School District programs for curriculum and instruction related to Secondary literacy and language development with a focus on grades 6–12.
2. Design, present, and facilitate Grades 6–12 Literacy and Writing professional learning activities for teachers, parents/guardians, and administrators, as needed.

3. Facilitate the selection and supervision of teacher task forces for curriculum development, revision processes for textbook and instructional materials selection, and for various other curriculum-related projects.
4. Coordinate development and implementation of effective instructional programs in alignment with District goals.
5. Gather, evaluate, and disseminate research-based practices in curriculum, instruction, and assessment.
6. Manage multiple projects and responsibilities simultaneously and prioritize accordingly.
7. Develop, monitor, and evaluate project plans to ensure completion within timeline and budget.
8. Gather data and analyze and evaluate the effectiveness of literacy curriculum and professional learning.
9. Develop and write grant proposals in alignment with District goals to improve teacher content knowledge, pedagogy, and increase student achievement.
10. Work effectively with administrators and classroom teachers at middle and high school levels to implement effective content area instruction for all students.
11. Assist schools with program design and implementation practices.
12. Train and support administrators, teachers, and other school staff to align English language arts instruction to Nevada Academic Content Standards (NVACS) and the Nevada Educator Performance Framework (NEPF).
13. Provide professional learning opportunities to meet the needs of teachers within the professional growth system (PGS) and administrators outside of the contracted work hours on a regular basis including weekends and evenings.
14. Conduct site observations of teachers and collaborate with the site administration to develop a plan for improvement and provide personalized professional learning.
15. Collaborate with administrators and project facilitators within and outside CID on District initiatives.
16. Participate in site visits to schools to review programs.
17. Provide direct advice and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding grades 6–12 English language arts curriculum, programs, and professional learning opportunities.
18. Serve as a liaison (as appropriate) to community groups and public agencies and represent the District in matters related to curriculum at the local, state, and national levels.
19. Administer and implement existing grants and their related budgets.
20. Attend to written and verbal correspondences regarding curriculum and instruction.

21. Collaborate with university, community organizations, and other content partners to implement grant awards.
 22. Develop resources for parents/guardians and students including videos and documents aligned to the NVACS.
 23. Participate in performance management program evaluation and data analysis related to content area programs and projects.
 24. Supervise preparation of curriculum documents and instructional materials, including updating the Curriculum Engine.
 25. Collect, analyze, and review data in order to revise, improve, and plan for future opportunities for professional learning for teachers.
 26. Analyze student achievement data to implement site-based programs in English language arts.
 27. Assist with data collection and grant monitoring.
 28. Collaborate with curriculum administrators to ensure program alignment.
 29. Interpret district policy and procedures related to curriculum for parents/guardians, teachers, administrators, and other interest groups.
 30. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of NVACS in English language arts.
2. Knowledge of District budgetary processes.
3. Knowledge of adopted Tier I instructional materials for grades 6–12.
4. Knowledge of best practices and current research curriculum and educational issues along with meeting the needs of English Language Learners (ELL) and Special Education students.
5. Knowledge of District or school level instructional planning and curricular design.
6. 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).
7. Knowledge of District policies and regulations.
8. Knowledge of legalities associated with personnel management and supervision.
9. Knowledge of national, state, and District accountability initiatives related to student achievement.
10. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
11. Knowledge of negotiated contracts for all employee groups.
12. Knowledge of District organizational structure and related personnel.

13. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
 14. Knowledge of project planning, management, and evaluation theory and practices.
 15. Knowledge of current state and local 6–12 student assessments.
 16. Ability to communicate clearly both verbally and in writing.
 17. Ability to work cooperatively with school and administrative personnel.
 18. Ability to write, analyze, and edit curriculum documents.
 19. Ability to present effectively using appropriate presentation skills.
 20. Ability to present with a high-level of self-confidence, initiative, self-direction, and motivation.
 21. Ability to plan, organize, and coordinate job-related tasks.
 22. Ability to work cooperatively with other departments within the District and with other agencies at the university, state, and national level.
 23. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 24. Ability to work under pressure and meet deadlines.
 25. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in Curriculum and Instruction or a related field.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Must possess a valid Nevada teaching license to teach secondary English.

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 experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

2. Educational emphasis and experience in Literacy, English Language Arts, or a related field.
3. Demonstrated experience in curriculum design and professional learning.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.
5. Demonstrated experience in team leadership.
6. Demonstrated experience in instructional planning at the school or district-level.

Preferred Qualifications

1. Experience in overseeing grants.
2. Demonstrated knowledge of current national and Nevada State reading initiatives.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

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: 06/02/22
- Created: 06/02/22