

# Coordinator IV, World Language

## Position Details

Job Code: U7402

Reference Code: A295

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide curriculum and instructional leadership in the areas of curriculum development, professional learning, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to world language. This position coordinates the development and implementation of special programs and events relating to world language for students, teachers, administrators, parents/guardians, and community members. This position is directly responsible to the Director II, Multilingual Department, Curriculum and Instruction Division (CID), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides instructional leadership, coordination, and specialized support for elementary and secondary world language teachers and administrators in curriculum development, professional learning opportunities, instruction, research, and program development.
2. Works effectively with administrators and classroom teachers at all school levels to implement effective Tier I world language instruction for all students.

3. Trains and supports administrators, teachers, and other school staff to align world language instruction to Nevada Academic Content Standards (NVACS) for world language and the Nevada Educator Performance Framework (NEPF).
4. Provides direct support and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding grades, world language curriculum, programs, and professional learning opportunities.
5. Serves as a liaison (as appropriate) to community groups and public agencies, and represents the Clark County School District in matters related to world language curriculum at the local, state, and national levels.
6. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers and administrators.
7. Communicates with and provides support to school-based staff including licensed personnel and site administrators as well as region superintendents, school associate superintendents, and central administrators.
8. Plans, develops, and coordinates implementation of new and/or revised curriculum and documents and resources for world language.
9. Develops and updates curriculum documents for the Curriculum Commission including site-specific course development, and provides input and monitoring of world language content.
10. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment.
11. Plans, organizes, and coordinates District programs for curriculum and instruction related to world language.
12. Plans, prepares, and conducts professional learning opportunities for world language teachers and administrators.
13. Leads and coordinates the textbook adoption process for world language.
14. Seeks grant opportunities to support world language education and administer, and implement existing grants and their related budgets. Assists with data collection and grant writing/monitoring.
15. Conducts site support efforts for participation in the Nevada State Seal of Biliteracy Program.
16. Gathers data and analyzes and evaluates the effectiveness of world language curriculum and professional learning.
17. Plans, prepares and conducts world language professional learning activities for teachers, parents/guardians, administrators, and other audiences, as required.
18. Provides 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.
19. Participates in site visits to schools to review Tier I instructional programs.

20. Monitors and plans expenditures within the assigned budget.
  21. Supervises and evaluates the performance of assigned staff.
  22. Conducts site observations of new teachers and teachers in need of improvement in collaboration with the site administration to develop a plan for improvement and provide personalized professional learning.
  23. Facilitates the selection and supervision of teacher task forces for world language for the curriculum development and revision process, for textbook and instructional materials selection, and for professional learning.
  24. Participates in performance management program evaluation and data analysis related to content area programs and projects.
  25. Interprets District policy and procedures related to world language for parents/guardians, teachers, administrators, and other interested groups.
  26. Assists schools with program design and implementation practices to positively impact world language instruction.
  27. Establishes and maintains administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, other state and federal agencies, and informal education entities related to the implementation of world language curriculum and instructional programs.
  28. Performs other tasks related to this position, as assigned.
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## **Position Expectations**

1. Knowledge of adopted Tier I instructional materials for world language.
2. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC).
3. Knowledge of District Budgetary process.
4. Knowledge of Federal Education law such as the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
5. Knowledge of legalities associated with personnel management and supervision.
6. Knowledge of project planning, management, and evaluation theory and practices.
7. Knowledge and successful experience working with diverse adult and student populations.
8. 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.
9. Knowledge of District or school-level instructional planning and curricular design.
10. Knowledge of District policies and regulations.

11. Knowledge of national, state, and District accountability initiatives related to student achievement.
  12. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
  13. Knowledge of negotiated contracts for all employee groups.
  14. Knowledge of District organizational structure and related personnel.
  15. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
  16. Detailed knowledge of NVACS for world language.
  17. High level of self-confidence, initiative, self-direction, and motivation.
  18. Willingness to maintain a flexible work schedule that conforms to project needs including evening and weekend events.
  19. Effective communication, collaborative, and interpersonal skills.
  20. Effective skills in planning, organizing, and coordinating projects.
  21. Excellent verbal, written, and presentation skills.
  22. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
  23. Ability to write, analyze, and edit curriculum documents and resources.
  24. Effective presentation skills.
  25. Ability to work cooperatively with other departments within the District and with other agencies at the university, state, and national level.
  26. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
  27. Ability to work under pressure and meet deadlines.
  28. 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.

### **Licenses and Certifications**

1. Must possess, or be able to acquire, by the 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 at least 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 to the position, a 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. Evidence of successful teaching experience in world language.
3. Experience in conducting professional learning related to K–12 world language.
4. Demonstrated experience in curriculum design and professional learning.
5. Demonstrated experience in team leadership.
6. Demonstrated experience in instructional planning at the school or district-level.

## **Preferred Qualifications**

1. Current or previous experience as an administrator in an elementary, secondary, or related setting.
2. Successful experience in leading professional learning sessions for teachers and administrators in K–12 world language.
3. Strong curriculum background and experience with instructional planning and leadership at a school or school district-level.
4. Detailed knowledge of effective curriculum development and instructional practice/strategies pertaining to K–12 world language.
5. Experience in large program management.

**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: 04/06/23
- Created: 12/05/08