

Project Facilitator, Case Management, Extended School Year (ESY), and Alternative Instructional Arrangements (AIA)

Position Details

Job Code: C8260

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this position will coordinate and provide specialized support for the Case Management (CM), Extended School Year (ESY), and Alternative Instructional Arrangements (AIA) programs in the Student Services Division (SSD). This position assists the responsible director over these programs with the data, planning, and organization of the ESY program. In addition, this position assists with the data projection planning for the self-contained unit allocation process for Clark County School District (CCSD) schools. It helps with the alternative instructional arrangements for students with disabilities pending placement in alternative programs. The individual selected for this position will be expected to adhere to the CCSD's Professional Domains and Standards for Licensed Employees and will report to the Director II, Case Management, ESY, and AIA.

Essential Duties and Responsibilities

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

1. Collects and analyzes data for the planning, organization, implementation, and evaluation of districtwide special education program placements.
2. Works with the director to prepare for the ESY program.
3. Monitors the placement of students with disabilities into specialized programs, which includes: initial placements; students transitioning from Early Childhood to school-age programs; students matriculating into new schools; lateral and more and less restrictive programming changes; students in transition programs including Post-Secondary Opportunities for Students in Transition (POST), Program Approach to Career Education (PACE), Job Discovery Program (JDP) 1, JDP 2, and Project Search; students entering or leaving academic centers; and students enrolling in or withdrawing from special schools, per the requirements mandated by the student's Individualized Educational Program (IEP).
4. Provides advice and technical assistance to school-based personnel, SSD personnel, and parents on issues affecting the placement of students with disabilities pertaining to the Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA), Family Education Rights and Privacy Act (FERPA), and CCSD policies and procedures.
5. Monitors and provides data to the director regarding the number of students in all specialized units to ensure NAC caseload requirements are maintained throughout the school year; provides guidance to central office and school-based personnel on the interpretation of federal, state, and local regulations as they relate to ESY, AIA, and CM programs.
6. Prepares and maintains a variety of records, reports, and files related to the Case Management department; reviews documents and files to ensure accuracy, completeness, and compliance with established requirements.
7. Serves in a problem-solving capacity to assist central office staff, region staff, school personnel, and parents/guardians; works as a liaison between the parent/guardian and the school to address concerns regarding placement of students in specialized programs.
8. Works with student program placement processors to ensure transportation is requested and parents/guardians and schools are notified on time regarding student placements; monitors the completion of Transportation Access Requests (TAR) for all students with disabilities in specialized programs; collaborates with

- the transportation liaison to ensure drop off, pick up, and change of address requests can be accommodated.
9. Provides program analysis to discuss CCSD needs.
 10. Assists office staff with assigned tasks.
 11. Attends division and area facilitator/liaison meetings.
 12. Effectively communicates division procedures and best practices to site administration and staff through regular staff meetings.
 13. Ensures that students with disabilities are receiving a free and appropriate education in the least restrictive environment.
 14. Assists parents/guardians in problem-solving and acquiring the necessary knowledge and skills to support developing and implementing their child's IEP.
 15. Assists licensed staff in providing technical information, preparing IEPs, and/or referrals for additional/alternative academic and/or positive behavioral supports.
 16. Monitors, on a regularly scheduled basis, IEPs to ensure accuracy, completeness, and compliance.
 17. Maintains confidentiality and organization of records through observable procedures consistent with division and site directives.
 18. Collaborates with licensed staff and administration when designing class schedules concerning students with disabilities.
 19. Collaborates effectively and professionally with administration, staff, parents/guardians, and the community.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrates strong knowledge and understanding of CCSD policies, regulations, and procedures.
2. Demonstrates strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
3. Demonstrates strong knowledge of special education programs and services in the CCSD and the community.
4. Demonstrates effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
5. Leads professional learning activities for staff as they relate to specific department responsibilities.
6. Works cooperatively with students, parents/guardians, peers, administration, and community members.
7. Maintains accurate and complete records as required by law and CCSD policy.

8. Participates as an active member with all faculty and staff.
 9. Works in a professional manner with all CCSD staff to provide students an appropriate education in the least restrictive environment.
 10. Maintains and improves professional competence.
 11. Communicates effectively both written and verbally.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful teaching experience.
3. Experience in organizing, implementing, and maintaining an effective classroom.

Licenses and Certifications

1. Must possess, or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

When applying for a certificated licensed 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: 01/16/25