

# Project Facilitator, Employee Onboarding and Development (EOD), Leadership and Professional Development Division (LPLD)

## 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

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## Position Summary

The individual selected for this position will provide specialized, ongoing support to new teachers, new teacher mentors, and/or teacher leaders. The project facilitator will design and facilitate targeted professional learning opportunities related to the induction of new teachers and/or growth of mentors and teacher leaders. The project facilitator will collaborate with internal and external stakeholders to ensure professional learning experiences are aligned with Clark County School District (CCSD) goals, initiatives, and objectives to improve academic outcomes for all students. This position will be expected to adhere to the CCSD's *Professional Domains and Standards for Licensed Employees* and is responsible to the Director of EOD, LPLD.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and conducts targeted, multi-modal mentoring and professional learning opportunities aligned to CCSD, division, and department goals in support of the New Teacher Induction Academy (NTIA).
  2. Provides timely, differentiated new teacher support to increase retention, promote teacher effectiveness, and positively impact student achievement.
  3. Collaborates with internal and external stakeholders on new teacher induction initiatives and a mentoring service model of support.
  4. Assesses professional learning needs and appropriately match supports and resources to increase effectiveness of new teachers, mentors, and/or teacher leaders.
  5. Serves as a support to new teachers in designated schools.
  6. Works effectively with school-based personnel in support of student growth and achievement.
  7. Prepares and demonstrates model lessons, as requested.
  8. Integrates and models the use of technology into all professional learning experiences.
  9. Performs other related duties, as assigned.
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## Position Expectations

1. Possess a strong working knowledge of the CCSD's initiatives, goals, and organizational structure.
2. Understanding of effective instruction, including the Nevada Educator Performance Framework (NEPF); the Nevada Academic Content Standards (NVACS); alignment of curriculum, instruction and assessment, mentoring and coaching competencies, professional learning communities, and data analysis.
3. Knowledge of LPLD supported instructional programs.
4. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.
5. Awareness of and sensitivity to cultural behaviors and barriers to equitable access.
6. Possess a strong attention to detail and quality.
7. Support a positive work environment through effective communication, collaboration, and interpersonal skills.

8. Plan, organize, and coordinate division/department professional learning opportunities.
  9. Maintain a flexible work schedule to conform to department needs (i.e., evenings, Saturdays, and summer).
  10. Work under pressure, adapt to department needs, and multi-task with appropriate pacing to meet project deadlines.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Demonstrate evidence of three (3) or more years of exemplary teaching in CCSD.
3. Demonstrate successful experience in designing and leading professional learning experiences (i.e., presentations, workshops) in various formats (i.e., virtual, face-to-face).

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Experience using Google Workspace, Canvas Learning Management System (LMS), Infinite Campus, and social media.
2. Master's degree from an accredited college or university.
3. Knowledge of adult learning theory.
4. Experience as a teacher leader, mentor, and/or cooperating teacher.
5. Experience mentoring/coaching pre-service candidates/students and/or licensed teachers.
6. Experience working with diverse student and teacher populations.
7. Experience coordinating large-scale events (conferences, workshops, etc.).

**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**

- Revised: 10/24/24
- Created: 01/10/23