

# Project Facilitator, Instructional Specialist

## 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 coordinate and provide specialized instructional support for K–12 special education teachers. These supports include, but are not limited to working collaboratively with classroom teachers and specialists in developing long-range and weekly lesson plans, modeling best practices in behavior and instruction, side-by-side coaching, assisting teachers in collecting and using data to plan instruction, using research-based strategies to meet the needs of all learners, assisting teachers in writing and implementing individualized educational program (IEP) plans, and coordination of programs supported by Student Services Division (SSD). The person selected for this position will be expected to adhere to the Clark County School District (CCSD)'s *Professional Domains and Standards for Licensed Employees* and be expected to attend regularly scheduled professional learning sponsored by the SSD and will report directly to the Director of the assigned SSD Department.

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## Essential Duties and Responsibilities

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

1. Assists in providing support services to service students with disabilities in least restrictive environments (LRE).
  2. Supports school personnel with the implementation of CCSD initiatives related to instruction, behavior, and assessment.
  3. Provides mentoring to teachers by modeling programs; working with students in educational settings; and conferencing with teachers to implement strategies to address the needs of diverse learners.
  4. Plans, prepares, and facilitates professional learning and follow-up procedures to support school-based personnel with the implementation of Positive Behavior Interventions and Supports (PBIS), Response to Intervention (RTI), and behavior intervention plans.
  5. Provides direct assistance to teams using appropriate instructional strategies with the ability to adapt curricula and to make appropriate accommodations and modification.
  6. Works effectively with students, teachers, administrators, parents/guardians, and community support agencies to ensure student success.
  7. Plans, organizes, and coordinates staff/professional learning/training activities, as necessary, for identified needs.
  8. Serves as a mentor teacher, which can include peer-observations; develops and monitors data collection systems; conducts functional behavior analysis; and works collaboratively with the region special education staff.
  9. Provides assistance to schools with technical issues related to behavior management techniques, develops positive behavioral supports and demonstration teaching.
  10. Serves in a problem-solving capacity with school personnel and parents/guardians.
  11. Participates in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of special education services and programs.
2. Knowledge of the Components of an Effective Lesson.
3. Knowledge of SSD supported instructional programs.
4. Ability to work under pressure and meet deadlines.
5. Effective presentation and workshop facilitation skills.
6. Effective verbal, written communication and planning skills.
7. Willingness to maintain a flexible work schedule to provide professional learning beyond work hours, as needed.

8. Willingness to develop presentation and workshop facilitation skills.
  9. A basic understanding of the resources and tools in the Curriculum Engine and its capabilities to support the development of IEPs.
  10. Commitment to the Response to Instruction (RTI) process and its expected outcomes.
  11. Awareness of and sensitivity to cultural behaviors.
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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. Possess 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. Master's degree from an accredited college or university.
2. Possess a special education license issued by the NDE with appropriate endorsement(s) for special education.
3. Completed three (3) years of successful mentoring in special education programs.
4. Experience in providing school-based professional learning in instructional strategies for diverse learners.
5. Experience with presenting professional learning.
6. Experience working with diverse student populations.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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### **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: 05/17/19