



Project Facilitator – Lead Coach, Professional Learning Education, Leadership and Professional Learning 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

Position Summary

The individual selected for this position will create, coordinate, and provide instructional support for teachers pursuing professional learning, leading to an increase in capacity and retention. Responsibilities include, but are not limited to, assisting with the design, facilitation, evaluation, and debriefing of districtwide professional learning that supports the Professional Learning Leadership Pipeline for Instructional Educators. The selected person will leverage coaching opportunities for equitable and engaging student learning and perform other leadership duties to provide instructional practices and implement professional learning opportunities. The Professional Learning Education Lead Coach will successfully collaborate with teachers, administrators, internal departments, and external entities. The person selected for this position will be expected to adhere to the Clark County School District's *Professional Domains and Standards for Licensed Employees* and, will attend regularly scheduled professional learning sponsored by the LPLD, and will report directly to the Coordinator III, Professional Learning Education, LPLD, Academic Unit.

Essential Duties and Responsibilities

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

1. Develop, organize, and deliver high-quality professional learning to teachers aligned with best practices.
 2. Guide teacher leaders in developing, implementing, and monitoring professional learning derived from District goals and school needs.
 3. Provide mentoring and coaching to teacher leaders by modeling procedures and conferencing with teachers to implement highly effective professional learning opportunities that address the needs of diverse learners.
 4. Assist in developing processes for creating and implementing professional learning in alignment with the Professional Growth System (PGS) and Nevada Department of Education (NDE) licensure requirements.
 5. Serve as a resource for content area specialists at the District and school level to create professional learning in alignment with the PGS.
 6. Provide leadership in the implementation of effective, research-based instructional and assessment practices.
 7. Evaluate and analyze existing Professional Learning Education classes for alignment to the Nevada's Standards for Professional Development, best practices, and relevancy.
 8. Support Professional Learning Education teacher retention strategies in creating, facilitating, and evaluating licensure provision and requirement courses.
 9. Collaborate with administrator and teacher leaders in providing professional learning to increase teacher retention.
 10. Perform other instructional-related duties related to the position, as required/assigned.
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Division Communication

1. Maintain effective communication with Coordinator III, Professional Learning Education and division leadership regarding feedback on District, state, and national initiatives concerning professional learning.
2. Provide input and support to division leadership regarding prioritization of professional learning needs, evaluation of professional learning for teachers, and reviews of current research.
3. Support teachers in implementing federal, state, and local mandates and District policies, regulations, procedures, and standards.

4. Work effectively with teachers, administrators, and community support agencies to ensure student success.
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Position Expectations

1. Knowledge of District services and programs.
 2. Understanding 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 (PLC); and data analysis.
 3. Knowledge of LPLD-supported instructional programs.
 4. Ability to work under pressure and meet deadlines.
 5. Effective presentation and professional learning facilitation skills.
 6. Effective verbal and written communication skills.
 7. Willingness to maintain a flexible work schedule to provide professional learning beyond work hours, as needed.
 8. Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation.
 9. Awareness of and sensitivity to cultural behaviors and barriers to equitable access.
 10. Possess strong attention to detail and quality.
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Position Requirements

Education and Training

1. Possess a 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.
4. Successful experience in planning and leading professional learning sessions.

Licenses and Certifications

1. Must possess, or be able to acquire by time of appointment to the position, a valid Nevada Educational License issued by the 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. Certification or experience in research-based instructional design.
3. Experience in developing and facilitating professional learning aligned with research-based best practices.
4. Experience working with diverse student and teacher populations.
5. Experience creating asynchronous professional learning on Canvas by Instructure Learning Management System (LMS) and Enterprise Learning Management System (ELMS).

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, 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: 10/24/24
- Created: 01/11/23