

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Unit**

**COORDINATOR III - K-12 WORLD LANGUAGE**

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Reference Code: A295

Division: Instructional Design and Professional Learning

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position serve as a unified employee and will provide curriculum and instructional leadership in the areas of curriculum development, professional development, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to K-12 World Language. The individual selected for this position will be directly responsible to the Director, Humanities, Instructional Design and Professional Learning Division, Innovative Teaching and Learning Unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Ensure the K-12 world language program is in alignment to the Nevada Academics Content Standards (NVACS) for World Language.
2. Develops and coordinates K-12 world language professional development activities for teachers and administrators.
3. Facilitates the selection and supervision of teacher task forces for world language and standards-based curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
4. Coordinates the development and implementation of effective world language instructional programs in alignment with Clark County School District goals.
5. Provides leadership in the development, implementation, and oversight for the world language program.
6. Articulates effective world language standards-based curriculum, programs, and research to teachers, administrators, parents, and community members.
7. Seeks grant opportunities to support world language education; administers and implements existing grants.
8. Serves as a liaison, as appropriate, to community groups and public agencies, and represents the District in matters related to K-12 world language instruction at the local, state, and national levels.
9. Monitors and provides assistance in the implementation of the Confucius Institute and Chinese Guest Teacher programs.
10. Gathers, evaluates, and disseminates research-based practices in standards-based curriculum, instruction, and assessment.
11. Establishes and maintains administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, and other state and federal agencies.
12. Collaborates with Performance Zones Assistant Chief Student Achievement Officers and/or designee(s) to accomplish District goals.
13. Supervise and evaluate assigned support staff.
14. Perform other duties related to the position, as assigned.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from a regionally-accredited college or university in a related field or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

Currently hold a valid teaching license with an endorsement to teach a foreign language.

Experience:

1. Satisfactory service in corresponding or related positions, or have five (5) years of successful supervisory experience related to the administrative position.
2. Training and experience with foreign language programs.
3. Evidence of teaching experience in foreign language courses.
4. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.
5. Successful performance in the position held at the time of the application.

Preferred Qualifications:

1. High level of self-confidence, initiative, self-direction, and motivation.
2. Experience in program management.
3. High level-skills in planning, organizing, and coordinating job-related tasks.
4. Hold or be able to acquire appropriate Nevada administrative endorsement.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.