

# Coordinator IV, Assessment

## Position Details

Job Code: U7403

Reference Code: A905

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will play a critical role in creating a cohesive structure for assessment, accountability, and school improvement. This position will be responsible for maximizing the use of assessment data to improve instruction and in accountability reporting for schools, regions, divisions, and the Clark County School District (CCSD). This position is directly responsible to the Director of Assessment, Assessment, Accountability, Research, and School Improvement Division, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Analyzes criterion-referenced and norm-referenced assessment data and prepares reports for use by elementary and secondary school licensed staff, CCSD administrators, and the Superintendent's office.
2. Ensures state assessment schedules, procedures, and requirements are communicated to school personnel in a timely manner.
3. Collaborates with the Nevada Department of Education (NDE) to manage, monitor, and adhere to the administration and security of examinations set forth in the Nevada Revised Statutes (NRS).
4. Supports mechanisms to provide accurate data to school, region, division, and

- CCSD administrators in order to develop data-driven, research-based school, region, division, and CCSD improvement plans.
5. Coordinates and directs implementation and use of districtwide interim benchmark assessments.
  6. Serves as a liaison between the division, schools, vendors, and the Technology and Information Systems Services Division.
  7. Oversees a process to develop valid and reliable measures of success in non-tested grades and subjects.
  8. Makes recommendations based on research results and accountability data to CCSD administrators regarding instructional programs and school, region, division, and CCSD improvement strategies.
  9. Coordinates professional learning efforts with other divisions to maximize effective use of data to improve instruction.
  10. Develops and provides testing-related professional learning for teachers and administrators for the implementation of the high-stakes NDE Assessment System.
  11. Develops and provides professional learning and support for the CCSD Balanced Assessment System.
  12. Works with other departments to provide a variety of professional learning in multiple modalities to support a balanced assessment system.
  13. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of state, federal, and local regulations and mandates related to accountability, assessment, and school improvement.
2. Thorough knowledge of and experience in standards-based grading and reporting.
3. Comprehensive knowledge of navigating the CCSD data management system, generating reports, and analyzing data for trends to determine recommendations.
4. Possess highly effective verbal and written communication skills.
5. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
6. Ability to interpret assessment results.
7. Ability to gather and analyze information from a variety of sources with minimal direction.
8. Ability to communicate clearly, both verbally and in writing.

9. Demonstrated ability to work effectively and collaboratively with school and administrative personnel.
  10. Ability to work effectively under pressure and to meet deadlines.
  11. Ability to exercise diplomacy, judgment, leadership, problem-solving, and accountability.
  12. Ability to explain complex educational issues and challenges in a manner understandable to the public.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university; or, Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

Employee/applicant must be able to provide their own transportation.

### **Experience**

1. Satisfactory service in corresponding or related positions; or, Five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years' experience in staff professional learning, data-driven decision-making, data analysis, program evaluation, accountability systems, and grading and reporting systems.
3. Experience and expertise in public speaking and conducting large group presentations.
4. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. Advanced degree or coursework from an accredited college or university beyond Bachelor's degree.
2. Coursework in statistics, assessment, and/or evaluation.
3. Teaching experience.
4. Experience working with various CCSD departments and community agencies.

**When applying for an administrative 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: 05/15/25
- Created: 11/06/00