

Coordinator IV, Accountability

Position Details

Job Code: U7403

Reference Code: A490

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

Position Summary

This position will be responsible for conducting data analysis, training school personnel, and preparing a wide variety of school, region, Clark County School District (CCSD), and state reports and analyses necessary to manage state and CCSD accountability programs. The major work for this position is to accurately report school and District accountability data to the state and Federal authorities, which allows for meaningful differentiation of schools to provide strategic supports to effectively serve all students and stakeholders. The individual selected for this position will be directly responsible to the Director, Accountability, Research, and Data Services, Assessment, Accountability, Research, and School Improvement Division (AARSI), Academic Unit.

Essential Duties and Responsibilities

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

1. Consults, trains, and assists schools, regions, and central office personnel with all state, CCSD, and federal accountability programs.
2. Creates, completes, and disseminates school, region, and CCSD assessment and Elementary and Secondary Education Act (ESEA) information and required reporting; serves as liaison with the Nevada Department of Education (NDE) regarding ESEA data reporting and analysis.
3. Collects, validates, and reports all measures for the annual Nevada School

- Performance Framework (NSPF) accountability metrics to NDE.
4. Provides quality assurance and validation regarding data and all assessment results reporting.
 5. Develops and conducts NSPF professional learning and technical assistance sessions for school, region, and CCSD personnel.
 6. Serves as an expert resource for schools, regions, and central office regarding the implementation of NSPF.
 7. Assists with the review, analysis, reporting, and dissemination of all assessments and measures connected to the state-wide system of accountability.
 8. Serves as the CCSD liaison for the National Assessment of Educational Progress (NAEP) rostering and reporting of results and represents the CCSD in the NAEP Trial Urban District Assessments (TUDA) consortium.
 9. Collects and accurately reports all measures for the Office for Civil Rights Data Collection (CRDC) for the CCSD.
 10. Develops accurate, relevant resources and reports for schools, regions, and central office.
 11. Coordinates and executes in-depth statistical analysis for the CCSD.
 12. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
 13. Plans and supports operations support for CCSD staff in the use and analysis of data reports.
 14. Creates user-friendly documentation and technical assistance for data systems and applications.
 15. Partners with multiple CCSD divisions and departments in the development, review, and execution of data sharing agreements in alignment with the Family Educational Rights and Privacy Act (FERPA).
 16. Maintains familiarity with current educational evaluation literature.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Working knowledge of data management practices and Structured Query Language (SQL) or R.
2. Knowledge of state, federal, and local regulations and mandates related to state and federal accountability systems.
3. Knowledge of Tableau and/or SQL Server Reporting Services (SRSS).
4. Working knowledge of Infinite Campus and ad hoc reporting.
5. Thorough working knowledge of criterion and norm-referenced testing.
6. Working knowledge of basic statistical procedures.

7. Highly effective communication skills, both verbally and in writing.
 8. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
 9. Ability to interpret test results.
 10. Ability to gather and analyze information from a variety of sources with minimal direction.
 11. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.
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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

None specified.

Experience

1. Satisfactory service in corresponding or related positions; or,
At least five (5) years of successful supervisory experience related to the administrative position.
2. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Advanced degree or coursework beyond Bachelor's degree.
2. Coursework in statistics, assessment, and/or evaluation.
3. Teaching experience.

When applying for an administrative 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: 04/30/25
- Created: 10/07/04