

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III – MANAGEMENT PROCESS SYSTEM**

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Reference Code: A465

Division: Office of the Chief of Staff

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 is responsible for implementation of the Clark County School District's ISO 9001:2000 Program known as the Clark County School District Management Process System (MPS). This position requires coordination with Clark County School District functions, outside vendors, public entities, and federal and Nevada state regulatory agencies. This position reports directly to the Director, Management Process System.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Provide technical management expertise, training, and support to District and school staff regarding MPS.
2. Manage and coordinate implementation of the Management Process System throughout the District.
3. Develop and train staff in process mapping, conduct District needs assessments, and develop procedures and implementation strategies utilizing the requirements of MPS.
4. Represent the Clark County School District and serve as contact for issues related to quality assurance, and the Clark County School District Management Process System.
5. Collect, analyze, and disaggregate process corrective and preventive actions, and report results to the MPS Management Representative and the MPS Management Review Team.
6. Supervise and evaluate the performance of assigned staff.
7. Perform other duties related to the position, as assigned.

**POSITION REQUIREMENTS:**

**Education and Training:**

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

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years of experience utilizing the requirements of ISO 9001/MPS.
3. Experience with business information management systems applications.

**Preferred Qualifications:**

1. An earned master's degree from an accredited college or university in business or a related field.
2. Knowledge of specific laws, regulations, and practices pertaining to ISO 9001/MPS.
3. Demonstrated diplomacy, judgment, leadership, problem solving, and accountability skills.
4. Demonstrated clear and concise communication skills.

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

### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.