

# Coordinator III, School Improvement

## Position Details

Job Code: U7402

Reference Code: A462

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

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing the Assessment, Accountability, Research, and School Improvement Division (AARSI) and the Clark County School District (CCSD) with critical assistance in the process for school improvement and accountability. This position serves to provide technical assistance, support, and professional learning to region, school, and CCSD personnel related to the improvement of school, staff, and student outcomes through data-informed decision-making. The person selected for this position is directly responsible to the Director, School Improvement Department, AARSI 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. Supports mechanisms to provide accurate data to site-based, region-based, division, and CCSD administrators to develop data-driven, research-based school, region, and CCSD continuous improvement plans.

2. Supports the coordination of the accountability and school improvement process in compliance with CCSD initiatives, Nevada Revised Statute (NRS) 385, the Plan of Operation (NRS 388G), and Every Student Succeeds Act (ESSA).
  3. Assists administrators in designing and implementing school improvement plans as required by NRS 385 and ESSA.
  4. Provides guidance in preparing and monitoring school improvement plans, Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), Additional Targeted Support and Improvement (ATSI) plans, and other plans specifically written for the school improvement process.
  5. Works with school administration to identify root causes found through the data analysis process, needs assessment, and in collaboration with school leadership teams.
  6. Develops and provides professional learning related to the Continuous Improvement Process as outlined by the Nevada Department of Education (NDE), NRS 385, and ESSA.
  7. Develops and provides professional learning in understanding the components of the Nevada School Performance Framework (NSPF), specifically in terms of overall and/or student group achievement and how it affects schools' CSI, TSI, or ATSI designation.
  8. Collects and analyzes quantitative and qualitative data to monitor the implementation of Title I, Section 1003(a) School Improvement Grant.
  9. Serves as the division liaison for Region Support Teams to provide differentiated support aligned with student accountability data and guidance provided by Region leadership to promote improved student outcomes for all students.
  10. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Comprehensive knowledge of navigating, generating reports, and analyzing data for differentiating instruction, using data found within the CCSD data dashboard system.
2. Effective skills and experience with planning, organizing, and coordinating activities.
3. Experience with working effectively under pressure and meeting deadlines.
4. Experience in the areas of diplomacy, judgment, leadership, problem solving, and accountability.
5. Ability to present to a variety of audience sizes and modalities, maintaining participant engagement.

6. Ability to develop and conduct professional learning aligned to the Nevada Standards for Professional Learning.
  7. Demonstrated ability to work effectively and collaboratively with school and administrative personnel, peers, community representatives, and others.
  8. Ability to communicate verbally and in writing concisely and effectively with organizations and entities, both inside and outside of CCSD.
  9. Ability to provide consultation, guidance, and expertise regarding ESSA, NRS 385, school improvement, and program evaluation to administrators and school staff.
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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, At least five (5) years successful supervisory experience related to the administrative position.
2. Experience developing and delivering professional learning.
3. Experience and expertise in professional learning for staff, data-driven decision-making, data analysis, accountability systems, and school improvement.
4. Experience and expertise in public speaking and conducting large group presentations.
5. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. Currently hold a Master's degree or higher from an accredited college or university.
2. Experience with the processes needed for plan development, implementation, and monitoring for continuous school improvement.

**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: 05/16/25
- Created: 08/30/22