

Coordinator III, K-12 Computer Science

Position Details

Job Code: U7402

Reference Code: A047

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide instructional leadership in the areas of curriculum development, professional learning, and program development to administrators and teachers regarding best practices, effective instructional strategies, Nevada Academic Content Standards (NVACS), and educational research related to K-12 Computer Science and Integrated Technology. The individual selected for this position will be directly responsible to the Director, College and Career Readiness and School Choice, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Establish and maintain relationships with administrators at elementary schools, middle schools, high schools, charter schools, colleges and universities, and state and federal agencies.
2. Design, present, facilitate, and coordinate K-12 Computer Science professional learning activities for teachers, parents/guardians, administrators, and other audiences, as required.

3. Supervise preparation of curriculum documents and instructional materials, as assigned. Administer and implement existing grants and their related budgets.
 4. Represent the Clark County School District in matters related to K-12 Computer Science at the local, state, and national levels.
 5. Seek grant opportunities to support computer science education, administer, and implement grants and budgets.
 6. Facilitate the selection and supervision of teacher task forces for the computer science curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
 7. Provide leadership in the development, implementation, and oversight of computer science curriculum in alignment with District and State goals.
 8. Develop and coordinate ongoing staff professional learning in collaboration with other departments.
 9. Develop, design, and produce staff professional learning-training materials.
 10. Assist teachers and administrators regarding effective resources, research, and best practices in K-12 Computer Science that support the identified District goals.
 11. Supervise the preparation of curriculum documents/instructional materials and facilitate task forces to revise and develop K-12 Computer Science curriculum and to present to Curriculum Commission.
 12. Assist with data collection of grant-related activities.
 13. Implements District and state guidelines for textbook adoption.
 14. Communicates information regarding K-12 Computer Science curriculum and programs to teachers, administrators, parents/guardians, and community members.
 15. Develops and monitors the assigned budget.
 16. Collaborates with other unit staff to ensure K-12 program alignment.
 17. Serves as a resource person and liaison, as needed, for established technical skills committees.
 18. Supports Career and Technical student organizations, as assigned.
 19. Attends CCSD and Nevada Department of Education (NDE) Curriculum Director Meetings.
 20. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Extensive knowledge of the K-12 Computer Science standards.
2. Knowledge of and ability to conduct effective professional learning related to K-12 Computer Science.

3. Knowledge and experience in the field of K-12 Computer Science or related academic experience.
 4. Knowledge of District budgetary processes.
 5. Effective communication, collaborative, and interpersonal skills.
 6. Effective skills in planning, organizing, and coordinating activities.
 7. Effective presentation and staff professional learning-facilitation skills.
 8. Excellent verbal and written communication skills.
 9. Experience with delivering instruction-using technology.
 10. Demonstrated experience in team leadership.
 11. Interpersonal skills using tact, patience, and courtesy.
 12. Ability to work cooperatively with various departments within the District and with other agencies, both state and national.
 13. Ability to write, analyze, and edit curriculum documents and resources.
 14. Ability to communicate technical information effectively to non-technical audiences.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Must possess or be able to acquire by the time of appointment to the position a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience related to K-12 Computer Science in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed teaching experience related to Computer Science in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Present or previous successful experience in a Computer Science teacher leadership position.
3. Experience in conducting professional learning related to K-12 Computer Science.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Member of K-12 Computer Science Standards Writing Team.
2. Coursework in advanced Computer Science.
3. Experience in program management and professional learning implementation.
4. Present and demonstrate Computer Science knowledge at local, state, national, and international events.

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, or 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: 04/28/22
- Created: 03/23/21