

Coordinator IV, Secondary Fine Arts

Position Details

Job Code: U7403

Reference Code: A350

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership, coordination, and specialized support for secondary fine arts (music, dance, and theatre) teachers and administrators in the development of effective Band, Orchestra, Choir, Drama, Dance, Mariachi, and Guitar programs. As an instructional leader in the areas of curriculum development, evaluation and implementation processes, professional learning, and program development for administrators and educators, responsibilities include coordination of performing and presenting events and activities for students, educators, administrators, parents/guardians, and community members and developing, facilitating, and evaluation professional learning for educators and administrators regarding best practices and effective instructional strategies. This position collaborates with local, regional, state and national organizations, businesses, and institutions of higher education. The individual selected for this position will be directly responsible to the Director II, Fine and Performing Arts, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

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

1. Provides instructional leadership, coordination, and specialized support for secondary performing arts educators and administrators in curriculum development, professional learning opportunities, instruction, research, and program development.
2. Serves as the advocate for music, theatre, and dance programs and positions. Works directly with site and central office administration, the community, and professional partners to educate, facilitate, and maintain the importance of, and equitable access to, a quality arts education for every student in the Clark County School District (CCSD).
3. Collects, analyzes, and reviews data to revise, improve, and plan future opportunities for professional learning for teachers and administrators.
4. Provides content area support and resources, content area expertise, program- or arts-specific procedural guidance, and pedagogical and/or specialized materials expertise to teachers in all secondary schools.
5. Provides content area support to central administration, including the Academic Unit; Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department; Transportation Department; School and Community Engagement Office; the Human Resources Unit (HRU); the Public Education Foundation (PEF); Clark County School District Board of Trustees; and CID.
6. Develops and provides mentoring to administrators, teachers, instructional aides, and paraprofessionals across all 7 content areas.
7. Develops, delivers, assesses, and refines professional learning, districtwide assessments, and enrichment events for teachers across 7 content areas.
8. Plans, develops, and coordinates the implementation of new and/or revised curriculum documents and resources for all secondary band, orchestra, choir, drama, dance, guitar, and mariachi courses.
9. Develops and updates curriculum documents for the Curriculum Commission, including site-specific course development, and provides input and monitoring of secondary music, dance, and theatre content.
10. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment.
11. Plans, organizes, and coordinates CCSD programs for curriculum and instruction related to secondary music, dance, and theatre.
12. Plans, prepares, and conducts professional learning opportunities for secondary music, dance, and theatre teachers and administrators.

13. Organizes districtwide secondary music, dance, and theatre events in Band, Orchestra, Choir, Theatre, Dance, Mariachi, and Guitar including weekends and evenings.
 14. Provides coaches for new teachers and struggling teachers.
 15. Conducts site observations of new teachers and teachers requiring improvement, in collaboration with the site administration, to develop improvement plans and provide personalized professional learning.
 16. Provides content-specific coaches to support new teachers and struggling teachers for site administration.
 17. Facilitates the selection and supervision of teacher task forces for secondary music, dance, and theatre for the curriculum development, revision process, and professional learning.
 18. Participates in performance management program evaluations and data analysis related to content area programs and projects.
 19. Monitors and plans expenditures within the assigned budget.
 20. Interprets CCSD policies and procedures related to secondary music, dance, and theatre for parents/guardians, teachers, administrators, and other stakeholders.
 21. Assists schools with program design and implementation practices to positively impact secondary music, dance, and theatre instruction.
 22. Establishes and maintains administrative relationships with secondary schools, charter schools, colleges and universities, other state and federal agencies, and informal education entities related to the implementation of secondary music, dance, and theatre curricula and instructional programs.
 23. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators outside of contracted work hours on a regular basis, including weekends and evenings.
 24. Facilitates community and professional partnerships.
 25. Supervises and evaluates the performance of assigned staff.
 26. Performs other tasks related to this position, as assigned.
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Position Expectations

1. Knowledge of arts-specific content and curriculum (music, dance, theatre); copyright, arts assessment; performance scheduling and production; CCSD and community-wide organization and communication; educational software (Finale, MusicFirst, Sibelius etc.); and other relevant areas as outlined.
2. Thorough working knowledge of CCSD secondary music, dance, and theatre instructional programs.
3. Strong written and verbal communication skills.

4. Ability to establish and maintain an effective working relationship with CCSD administrators, licensed personnel, and support professional employees.
 5. Knowledge of project planning, management, and evaluation theories and practices.
 6. Knowledge of CCSD or school-level instructional planning and curricular design.
 7. Knowledge of CCSD policies and regulations.
 8. Knowledge of negotiated contracts for all employee groups.
 9. Knowledge of CCSD organizational structure and related personnel.
 10. Detailed knowledge of NVACS for fine and performing arts.
 11. High level of self-confidence, initiative, self-direction, and motivation.
 12. Willingness to maintain a flexible work schedule that conforms to project needs including evening and weekend events.
 13. Effective communication, collaborative, and interpersonal skills.
 14. Effective skills in planning, organizing, and coordinating projects.
 15. Excellent verbal, written, and presentation skills.
 16. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
 17. Ability to write, analyze, and edit curriculum documents and resources.
 18. Effective presentation skills.
 19. Ability to work cooperatively with other departments within the CCSD and with other agencies at the university, state, and national level.
 20. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 21. Ability to work under pressure and meet deadlines.
 22. Ability to exercise diplomacy, sound judgment, leadership, problem-solving, and accountability.
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Position Requirements

Education and Training

An earned master's degree in area of expertise (i.e., Music, Dance, Theatre, etc.) from an accredited college or university.

Licenses and Certifications

1. Applicant/employee must be able to provide their own transportation.
2. 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 in an accredited K–12 public or private school; and be able to acquire, by the 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 in an accredited K–12 public or private school; and currently hold a valid Nevada school administrative endorsement.
2. Evidence of successful teaching experience in secondary music, dance, and theatre setting.
3. Experience in conducting professional learning related to secondary music, dance, and theatre.
4. Demonstrated experience in curriculum design and professional learning.
5. Demonstrated experience in team leadership.
6. Demonstrated experience in instructional planning at the school or CCSD level.
7. Experience with copyright law and application to public school settings.

Preferred Qualifications

1. Current or previous experience as an administrator in an elementary, secondary, or related setting.
2. Hold a valid K-12 music license, or a dance or theater endorsement.
3. Successful experience in leading professional learning sessions for teachers and administrators in the area of secondary music, dance, or theatre.
4. Training in leadership, workshop facilitation, and presentation skills for adult learners.
5. Knowledge and successful experience working with diverse student populations.
6. Successful experience in leading large secondary music, dance, and theatre events.
7. Experience in large program management.

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: 08/11/25
- Created: 12/05/08