

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

**COORDINATOR III – DATA, PERFORMANCE MANAGEMENT, AND INNOVATIVE PROJECTS**

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Reference Code: A491

Division: Innovative Learning Environments

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position will serve as an instructional leader to provide professional development, curricular support, and guidance to staff to develop innovative proposals that will result in improved operational performance and/or increased student opportunities and outcomes. This position is responsible for timely completion of multiple special projects including monitoring and communicating the status of projects. Leadership responsibilities include implementing a process for identifying innovative proposals, designing and developing innovative proposals in collaboration with Clark County School District staff, and evaluating the effectiveness of innovative projects. This position is responsible to the Academic Manager, Innovative Learning Environments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Collaborate with academic managers, principals, District staff, and/or designee(s) to identify, develop, and implement innovative proposals.
2. Provide direct advice and expertise to administrators and teachers regarding online learning and implementation of blended learning pilot programs, in alignment with Common Core State Standards and International Association for K-12 Online Learning (iNACOL) standards for quality online teaching.
3. Support the development of innovative proposals into functional project plans that include a clearly defined scope, timeframe for completion, cost, major action steps, resources needed, and key stakeholders.
4. Provide leadership in the development, implementation, and oversight of the Office of School Reform and Innovation program.
5. Coordinate with District staff and departments to seek input from key stakeholders.
6. Develop and present professional development activities to participating school administrators and teachers.
7. Analyze and evaluate the effectiveness of innovative projects.
8. Communicate and market best practices to performance zones, schools, divisions, and staff.
9. Identify systems and structures needed to further scale effective proposals.
10. Serve as a liaison among District staff, community partners, public agencies, and participating schools/divisions regarding data analysis and accountability, online and blended learning, and instructional technology, including Bring-Your-Own-Device.
11. Assist with statistical analysis and educational research regarding data-driven decision making and improved instruction.
12. Gather, evaluate, and disseminate research-based best practices to improve operational efficiency and student outcomes.
13. Seek grant opportunities to support innovative proposals and administer/implement existing grants.
14. Monitor assigned budget.
15. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to work under pressure and to meet deadlines.
2. High level of self-confidence, initiative, self-direction, and motivation.
3. High level of skills in planning, organizing, and coordinating job-related tasks.
4. Possess excellent verbal, written, and presentation skills.
5. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.

**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 a Nevada school administrative endorsement.

**Experience:**

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience.
2. Effective communication, collaborative, and interpersonal skills.
3. Effective skills in planning, organizing, and coordinating activities.
4. Strong oral and written communication skills.
5. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.
6. Successful performance in the position held at the time of application.

**Preferred Qualifications:**

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Master's degree from an accredited college or university with coursework in instructional technologies or related field.
3. Demonstrated experience in project management.
4. Demonstrated experience in data analysis and program evaluation.
5. Demonstrated experience in team leadership.
6. Demonstrated experience with delivering instruction using the Internet.

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

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.