

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - RESEARCH AND EVALUATION

Reference Code: A463

Division: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible staff administrator for the development and implementation of district-wide research and evaluation initiatives. This position is directly responsible to the Director, School Improvement and Research or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide leadership in the development and implementation of research and development initiatives to promote educational innovation and improvement.
2. Coordinate research, program evaluation, data analysis, planning concept designs, as requested, and keep abreast of ongoing educational trends and prevalent management issues.
3. Organize, coordinate, and streamline data collection among departments and divisions.
4. Actively pursue public and private grants to support effective research and development initiatives.
5. Facilitate and provide consulting services to divisions, departments, and schools regarding research initiatives and data-driven decision making that impact K-12 education.
6. Serve as liaison between the Research Department, other divisions, and external institutions regarding program evaluation and cooperative, institutional, and policy research.
7. Communicate goals, objectives, and rationale for research and development policies and procedures.
8. Establish site-based action research projects in order to assess the effectiveness of various programs in the K-12 environment and student achievement.
9. Supervise and evaluate the performance of assigned staff.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge regarding K-12 educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.
2. Thorough knowledge of current research issues related to K-12 education.
3. Ability to direct research programs and evaluation activities.
4. High level of self-confidence, initiative, self-direction, and motivation.

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:

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. Experience in research and program evaluation.
3. Documented experience of successful research report writing.

4. Demonstrated ability to initiate, build, and establish successful K-12 educational programs.
5. Experience using computer-related technology for research.

Preferred Qualifications:

1. Advanced degree from an accredited institution in education research or related field.
2. Success in obtaining grant awards involving significant research and evaluation components.

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.