

Coordinator IV, Guidance and Counseling Services

Position Details

Job Code: U7403

Reference Code: A572

Division/Unit: Curriculum and Instruction Division

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide supervision and direction in all aspects related to the K-12 Guidance and Counseling Department for the Clark County School District (CCSD), and will assist school personnel with providing accurate course history data for secondary students. The person selected for this position is directly responsible to the Director of the Guidance and Counseling Department, Curriculum and Instruction Division.

Essential Duties and Responsibilities

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

1. Plans, organizes, and coordinates professional learning for counselors and administrators and act as a liaison among counselors, administrators, parents/guardians, and the community.
2. Provides necessary professional learning and coordinates the resources for secondary registrars for the Governor Guinn Millennium Scholarship Program; assists registrars with transcribing out-of-district transcripts.

3. Plans, organizes, and coordinates CCSD programs for academic, social/emotional, and career programs related to Comprehensive School Counseling Programs.
4. Revises and updates school communications such as the Comprehensive School Counseling Program Manual, the Counselor and Registrar Manual and the Moving on Transitional Planning Guides.
5. Gathers, evaluates, and disseminates research-based practices in school counseling.
6. Gathers data and analyzes and evaluates the effectiveness of school counseling programs, including but not limited to, the components of a comprehensive school counseling program.
7. Trains and supports administrators, counselors, and other school staff to align comprehensive school counseling programs to the American School Counselor Association's National Model and the Nevada Educator Performance Framework for school counselors.
8. Provides leadership for the transition of adopted CCSD and/or state regulations and policies into the student information system (SIS).
9. Serves as a resource person for secondary schools on the procedural application of the SIS; represents schools as users of the student information system with Technology & Information System Services (TISS), HelpDesk, and Trainers.
10. Researches impact of policy and regulation changes to school curriculum to include annual CCSD initiatives achieved through the offering of appropriate curriculum.
11. Provides secondary schools with language for course catalogs; reviews secondary school curriculum and course catalogs.
12. Provides best practices and guidance to secondary schools related to building and utilizing a master schedule.
13. Ensures all students receive academic planning options for course taking patterns.
14. Interprets CCSD policy and procedures related to school counseling, transcripts, promotion/retention, high school graduation requirements for parents/guardians, counselors, administrators, and other interest groups.
15. Collects and manages districtwide data regarding post-secondary reports and National Student Clearinghouse information for the Clark County School District Board of Trustees, CCSD leadership, principals, and the Guidance and Counseling Department.
16. Monitors state and national issues and trends related to school counseling emphasizing the ACSA National Model by highlighting the Academic, Career,

- and Social-Emotional Domains; works collaboratively with schools to implement the Annual Guaranteed Level of Service.
17. Establishes and maintains effective communication with administrators related to CCSD, state, and national initiatives.
 18. Administers and implements existing grants and their related budgets.
 19. Develops and writes grant proposals in alignment with CCSD goals to improve school counselor knowledge, pedagogy, and increase student achievement.
 20. Assists in transitioning to a new SIS as needed.
 21. Performs other duties related to the position, as assigned.
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Position Expectations

1. Thorough knowledge of secondary curriculum.
 2. Thorough knowledge of CCSD's SIS.
 3. Thorough knowledge of community resources and available CCSD instructional and credit retrieval programs.
 4. Thorough knowledge of the secondary curriculum and CCSD instructional policies and regulations, including CCSD regulation 5127.
 5. Knowledge of national, state, and CCSD accountability initiatives related to student achievement.
 6. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
 7. Knowledge of the ASCA National Model.
 8. Ability to work under pressure and to meet deadlines.
 9. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 10. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 11. Demonstrated ability to interact positively with school personnel, parents/guardians, and students.
 12. Ability to work cooperatively with other departments within CCSD and with other agencies, both state and national.
 13. Ability to support school site administrators and school counselors with a focus on improving student achievement.
 14. Demonstrated use of organization and communication skills.
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Position Requirements

Education and Training

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

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada and/or program administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated 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, appropriate Nevada school and/or program administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school and/or program administrative endorsement.
2. Experience in utilizing computers and technology effectively in the performance of assigned duties and responsibilities related to Infinite Campus.
3. Successful experience building and implementing secondary master schedules.
4. Successful experience in working with curriculum administrators, secondary registrars, and counselors.
5. Demonstrated experience in designing, facilitating, and evaluating professional learning.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Experience in successfully implementing a comprehensive school counseling program.
2. Experience in successfully supervising comprehensive school counseling programs.
3. Effective skills in planning, organizing, and coordinating activities.
4. Excellent verbal, written, and presentation skills.
5. Experience in overseeing grants.
6. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
7. Knowledge and understanding of state educational requirements and legal implications.
8. Experience in instructional planning at the school or district level.

9. Possess a strong curriculum background.
10. Demonstrated experience in team leadership.

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: 07/25/25
- Created: 12/08/08