Coordinator IV, Student Information System

Position Details

Job Code: U7403
Reference Code: B080
Division/Unit: Technology and Information System Services
Classification: Professional-Technical
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 technical aspects related to the K-12 transcripts, master scheduling, academic programs, grade books, grade reporting, course titles/numbers, and all other designated areas of the student information system (SIS). This position will oversee the development and coordination of districtwide and statewide training for the above listed areas. The person selected for this position is directly responsible to the Director IV, Instructional Business Process Expert, Technology and Information Systems Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Organizes and facilitates professional learning workshops for registrars, clerks, administrators, and teachers.
2. Provides required technical professional learning and coordinates resources for secondary registrars for the initial Governor Guinn Millennium Scholarship Program file that is provided to the state.

3. Maintains the master Infinite Campus course files districtwide by creating course numbers and state identification (ID) numbers for new courses approved through the Curriculum Commission as related to the Nevada System of Higher Education.
4. Analyzes, troubleshoots, and coordinates with Clark County School District (CCSD) technical staff and vendor representatives for high-level software-related issues to determine root cause and ensure resolution.
5. Provides subject matter expertise (SME) for the Help Desk, CCSD trainers, and technical staff to support school-based personnel with all technical aspects related to K-12 transcripts, master scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS.
6. Leads project teams in designing and implementing technologies and systems related to the SIS related to K-12 transcripts, master scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS.
7. Oversees the development of test plans for validation when system or software changes are made to ensure K-12 transcripts, master scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS works as intended and meets school needs.
8. Evaluates software releases to identify potential impacts to the K-12 transcript, master scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS processes for CCSD, other Nevada school districts, and the Nevada Department of Education (NDE).
9. Revises and updates school communications such as the Secondary Course ID Directory, the Registrar/Clerk instructions, and all support materials dealing with K-12 transcripts, master scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS.
10. Coordinates and manages the SIS website, which includes developing, maintaining, and updating website content.
11. Provides leadership for the transition of adopted CCSD and/or state regulations and policies into the SIS.
12. Serves as a resource person for schools on the procedural application of the SIS; represents schools as users of the SIS with Central Information Services (CIS), the Help Desk, and trainers.
13. Ensures system security configurations and procedures regarding authorized access for the SIS are communicated to customers.
14. Supervises, trains, and supports SIS Product Specialists, SIS Help Desk, and the USS Help Desk to assist school-based users with K-12 transcripts, master

scheduling, academic programs, grade books, grade reporting, and all other designated areas of the SIS.
15. Maintains advanced understanding of technology trends and adapts to functional and customer demands for enhanced or new systems and processes.
16. Establishes and maintains effective communication with administrators related to CCSD, state, and national initiatives.
17. Develops new programs and functions effectively with CCSD and community personnel.
18. Monitors assigned budgets.
19. Performs other duties related to the position, as assigned.

Position Expectations

1. Thorough knowledge of K-12 curriculum.
2. Thorough knowledge of CCSD's SIS.
3. Thorough knowledge of the secondary curriculum and CCSD instructional policies and regulations, including CCSD regulation 5127, procedures and standards.
4. Thorough knowledge of K-12 grading policies and practices, including CCSD regulation 5121, procedures and standards.
5. Knowledge and understanding of state educational requirements and legal implications.
6. Effective communication, collaborative, and interpersonal skills.
7. Effective skills in planning, organizing, and coordinating activities.
8. Excellent verbal, written, and presentation skills.
9. Demonstrated use of organization and communication skills.
10. Ability to work under pressure and to meet deadlines.
11. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
12. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
13. Demonstrated ability to interact positively with school personnel, parents/guardians, and students.
14. Ability to work cooperatively with other departments within CCSD and with other agencies, both state and national.

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

Applicant/employee must be able to provide their own transportation.

Experience

1. Satisfactory service in corresponding or related position or five (5) years of successful experience related to the administrative position.
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 position held at time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
3. Experience in instructional planning at the school or district level.
4. Possess a strong curriculum background.
5. 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: 06/30/25
- Created: 06/24/20