

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - INSTRUCTIONAL DATA MANAGEMENT SYSTEM

Reference Code: A502

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 provides a critical role in creating a cohesive structure for the implementation of the Instructional Data Management System (IDMS). This position supports IDMS usage for teachers, administrators, staff, and parents and is responsible to establish and supervise a model for sustainability and maintenance. This position is directly responsible to the Assistant Superintendent of Assessment, Accountability, Research, and School Improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Direct the collection, verification, and issue resolution to document student achievement through IDMS.
2. Develop and coordinate the professional development for administrators, teachers, and parents for data-driven decision making, use of IDMS, and using achievement data from IDMS for Structured Teacher Planning Time and Professional Learning Communities.
3. Supervise the development of procedures and guidelines for compliance with the Family Educational Rights and Privacy Act (FERPA) and the use of IDMS by staff, parents, and researchers.
4. Serve as liaison with EDmin, Educational Testing Service (ETS), the Nevada Department of Education (NDE), and other entities in order to support the development of Interim Assessments, delivery of professional development, and ongoing use of IDMS in the Clark County School District.
5. Design, create, and implement blended, online, and video-based training opportunities and support.
6. Supervise and establish the technical assistance procedures such as tracking error reports, response to concerns, and help desk activities in order to ensure a high-level of user satisfaction with IDMS.
7. Oversee an IDMS implementation process for all administrators, teachers, and parents, to include, an awareness campaign, parent conference strategies, training opportunities, and technical support.
8. Supervise assigned staff to provide technical assistance and training to administrators, teachers, parents, and researchers. Serve as project manager for the development of high-school and science interim assessments, load teacher accessible item bank, create online and print tutorials, and processes for updating reports and data.
9. Administer the dissemination of IDMS data and reports to Cabinet, the Board of School Trustees, and the public.
10. Oversee and generate required reports for the Title II and other budgets allocated to support IDMS.
11. Direct and train teams to provide support to schools in the use of IDMS for school improvement and data-driven decision making.
12. Negotiate with EDmin, Area Service Centers, principals, and other departments/divisions regarding the implementation and support of IDMS.
13. Provide consultation, guidance, and expertise to principals, Cabinet, Board of School Trustee members, and the public regarding data-driven decision-making, school improvement, and IDMS.
14. Explain complex educational issues and data analysis processes in a manner understandable to the public and legislature.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of Instructional Data Management Systems(IDMS); data-driven decision-making; project management; models for professional development; Evaluation processes; instructional design; NRS 385; No Child Left Behind (NCLB); school improvement; state programs – Student Achievement Gap Elimination (SAGE); instructional interventions; and achievement data reporting and analysis.

2. Thorough knowledge of and expertise in standards-based grading and reporting.
3. Communicate effectively, orally and in writing, in a concise and understandable manner with diverse groups, organizations, and entities.

POSITION REQUIREMENTS:

Education and Training:

1. 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.
2. Successful completion of Clark County School District conducted IDMS training.
3. Successful completion of MPS Process Training based on requirements of ISO 9001:2000.

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 and expertise in district-wide staff development, structured teacher planning time, accountability systems, school improvement, curriculum review, data-driven decision making, and data analysis.
3. Experience in writing, monitoring, and evaluating local, state, and federally funded grants.
4. Experience in the design, implementation, monitoring, and evaluation of the Classroom Assessment for Student Learning initiative.
5. Successful experience in creating, monitoring, and amending, local, state, and federally funded initiatives.

Preferred Qualifications:

1. An earned master's degree from an accredited college or university.
2. Nevada school administrative license.
3. Minimum of two (2) years K-12 school administrator and/or related experience.

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.