

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV – EXPULSION DUE PROCESS/TRIAL ENROLLMENTS

Reference Code: A460

Division: Education Services

Classification: Licensed Administrator

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the hearing officer for student expulsion due process. This position is directly responsible to the Director, Education Services Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assist the Director with administrative assignments related to the operation of the Education Services Division, as appropriate.
2. Direct the evaluation, organization, and operation of all department programs and services with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
3. Direct the selection, orientation, training, and development of assigned staff to ensure job effectiveness; provide consultative and information services for teachers, parents, administrators, and other interested entities.
4. Provide a mechanism for meaningful input from support staff, administrators, and central office staff in the development and operation of the Education Services Division, as appropriate.
5. Provide pertinent information, report progress and needs, and recommend necessary actions concerning the Education Services Division to the Director.
6. Provide appropriate expulsion due process procedures for schools, students, and parents.
7. Interpret Clark County School District regulations, policies, and Nevada Revised Statutes for District personnel, parents, and agencies, or refer inquiries to appropriate entities.
8. Interpret and enforce the Family Educational Rights and Privacy Act.
9. Prepare and provide in-service programs for District administrators, teachers, and support staff, as needed.
10. Process and place all students referred to the Education Services Division into an appropriate educational program.
11. Facilitate, process, and prepare all expulsion review board hearings for Board of School Trustees action.
12. Participate in public relations endeavors relative to student affairs upon request of the District and the various public information media entities.
13. Plan and administer all operational budgets within the department.
14. Coordinate inventory and facility requirements for the Education Services Division.
15. Assist in implementing all District initiatives approved by the Board of School Trustees.
16. Supervise and evaluate the performance of assigned staff.
17. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of at-risk programs and staff development for teachers of at-risk students.
2. Ability to communicate clearly both orally and in writing.
3. Ability to act as the District's representative in due process hearings.
4. Ability to utilize and promote use of participatory management techniques.
5. Evidence of educational leadership, including the ability to promote and provide opportunities for success, recognition, development, and leadership among students, staff, and colleagues.
6. Understanding and sensitivity to the needs of various cultural and ethnic groups in the community.

POSITION REQUIREMENTS:

Education and Training:

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

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.

Preferred Qualifications:

Knowledge of alternative programs and disciplinary due process of the Clark County School District relating to students.

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.