

CLARK COUNTY SCHOOL DISTRICT
Human Resources Unit

COORDINATOR III – K-12 ONLINE CONTENT DEVELOPMENT

Reference Code: A473

Division: Instructional Design and Professional Learning

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position will serve as the instructional leader for digital content development and deployment for the K-12 Online and Blended Learning Department. Responsibilities include setting standards/processes for digital content development, procurement, and maintenance; supervision and evaluation of licensed content development employees; and researching best practices for delivering digital content. This position is directly responsible to the Director, K-12 Online and Blended Learning Department, Instructional Design and Professional Learning Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plan, organize, and utilize resources for the development and implementation of K-12 digital curriculum.
2. Collaborate with School Associate Superintendents and school principals to accomplish both performance zone and individual school digital learning goals.
3. Facilitate training for divisions, performance zones, and school-based administrators and teachers on the deployment and development of digital content.
4. Supervise and evaluate staff, providing appropriate professional learning activities to ensure program effectiveness.
5. Ensure digital content is in alignment with Clark County School District syllabi and the Nevada Academic Content Standards (NVACS), Quality Matters K-12 Standards and the International Association for K-12 Online Learning (iNACOL) National Standards.
6. Communicate and market programs to divisions, performance zones, and schools.
7. Assist the Director in developing, monitoring, and revising procedures, budgets, and programs within the department.
8. Test, develop, and implement emerging technologies for curricular purposes.
9. Articulate specific technology infrastructure, training, and technical support needs for successful deployment of digital content.
10. Seek grant opportunities to support distance education and digital learning and administers/implements existing grants.
11. Serve as liaison (as appropriate) to community groups and public agencies, and represents the District in matters related to distance education, including blended and online learning.
12. Monitor assigned budget.
13. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Experience in designing online and digital content.
2. Ability to work under pressure and to meet deadlines.
3. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
4. Ability to communicate clearly both orally and in writing and to explain complex technical information in an easy to understand manner.
5. Demonstrate experience in team leadership.
6. Experience with delivering instruction using current technology tools.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from a regionally-accredited college or university.

Licenses and Certifications:

Must possess or be able to acquire a Nevada school administrative endorsement.

Experience:

1. Currently serving as a licensed administrator in the Clark County School District or have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school, including two (2) years developing and/or providing instruction in distance education courses. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
2. Knowledge and experience with digital content.
3. Effective communication, collaborative, and interpersonal skills.
4. Effective skills in planning, organizing, and coordinating activities.
5. Successful performance in the position held at the time of application.

Preferred Qualifications:

1. Current or previous experience as an administrator in a K-12 or related setting.
2. Master's degree from a regionally accredited college or university with coursework in instructional technologies or related field.
3. Demonstrated experience in program management.
4. Demonstrated experience in team leadership.
5. Demonstrated experience with delivering instruction using the Internet.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.