CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR II - TECHNOLOGY PROJECTS AND TRAINING

Reference Code: A585
Division: Technology and Information Systems Services
Classification: Professional-Technical
Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: The responsibilities of this position include oversight of the Clark County School District's registration, calendaring, and tracking system (Pathlore); facilitating the professional development for administrators, project facilitators, and support staff pertaining to their jobs; and analysis and implementation of new and emerging technologies. This position is directly responsible to the Director, Technology and Information Systems Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Establish and maintain successful administrative strategies regarding the District's registration, calendaring, and tracking system (Pathlore).
2. Plan and implement professional development focused on effective integration of technology.
3. Research and develop instructional methods, modalities, and technologies. Research, test, and deploy the use of new technologies to enhance training opportunities.
4. Identify and prepare the infrastructure and resources needed to deliver professional development. Take the necessary steps to acquire and configure the resources to maximize delivery opportunities.
5. Provide leadership in content, development, and accessibility to technical resources and potential professional development opportunities.
6. Assist in developing, monitoring, and revising budgetary and program procedures within the department.
7. Supervise staff in the development, programming, and implementation of projects between the Clark County School District and outside entities.
8. Test, develop, and implement emerging technologies for curricular purposes.
9. Prepare technical analysis, technical proposals, budget projections, and Request for Proposal (RFP) technical verbiage for Clark County School District curricular projects.
10. Oversee the expansion/evolution of technology within TISS and the District.
11. Serve as liaison to Technology and Information System Services and the Facilities Division.
12. Oversee management of maintenance for Novell network server and workstations.
13. Monitor assigned budget.
14. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Effective communication, collaborative, and interpersonal skills.
2. Effective skills in planning, organizing, and coordinating activities.
3. Strong oral and written communication skills.
4. Ability to work effectively with administrative personnel, peers, and others.
5. Ability to coordinate, manage, and report data.

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:
    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 position.
2. Three (3) years educational technology training experience.
3. Course work in anti-virus applications, network supervision, email management systems, database management, and manipulation.
4. Experience in developing and/or instructing courses related to technology and instruction.

Preferred Qualifications:
1. Ability to work cooperatively with other departments within Clark County School District and with other agencies, both state and national.
2. High degree of understanding of local area networks (LANs), wide area networks (WANs), and hardware used to implement such networks (e.g., switches, routers, cabling specifications, etc.).
3. Effectively communicate technical information, both written and orally, to non-technical audiences.
4. Proficient in the use of productivity applications such as relational database design and management, spreadsheet design, publishing, project management, scheduling, and multimedia as related to administrative productivity to improve student achievement.
5. Knowledge of generally accepted technology planning processes for schools and District.
6. Experience in team leadership.
7. Ability to manage multiple projects, work under pressure, and meet deadlines.

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.