

Coordinator III, Employee Performance Management

Position Details

Job Codes: U7402

Reference Code: A084

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide secondary management control to the Director I, Employee Engagement and Performance Management, Facilities Management Division. This position is responsible for assisting with processes and procedures, including coordinating and addressing various aspects of employee relations as it pertains to department onboarding, safety and training, compliance, and decisions regarding employee work status and discipline in accordance with Nevada Revised Statutes (NRS); negotiated agreements between Education Support Employees Association (ESEA), Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE) and the Clark County School District (CCSD); Facilities Services Unit (FSU), Facilities Management Division and Construction and Development Division policies, practices, and procedures; and CCSD policies and regulations. This position is directly responsible to the Director I, Employee Engagement and Performance Management, FSU.

Essential Duties and Responsibilities

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

1. Assists with developing, recommending, interpreting, and evaluating department policies, regulations, procedures, and standards pertaining to maintenance, custodial, and grounds.
 2. Assists with investigating, drafting, and issuing maintenance, grounds, and custodial employee discipline, suspension, and dismissals.
 3. Assists supervisors and managers with discipline, leave procedures, and compliance.
 4. Works with school-based administrators in the discipline of employee behavior that conflicts with policies and procedures.
 5. Consults with the Office of the General Counsel and Employee Management Relations in the implementation of contract management and legal matters as they pertain to staff.
 6. Presents information on behalf of the FSU in employee grievance hearings at the direction of director.
 7. Investigates internal and external complaints.
 8. Reviews employee discipline cases and recommends appropriate level of discipline to director.
 9. Cooperates with the Human Resources Unit (HRU) to assure consistency in decisions and communications to staff concerning CCSD regulations and procedures regarding leaves of absence, maintenance of employee personnel files, and accrual/use of sick and other leaves.
 10. Facilitates the preparation and organization of all supporting documentation for presentation at appeal meetings.
 11. Provides administrative support with the analysis of districtwide data regarding the use of employee leaves and provide other analytical information, as required.
 12. Represents the FSU in administrative hearings (grievance, suspension, dismissals, etc.) at direction of director.
 13. Trains staff in supervisory, evaluation, and disciplinary procedures.
 14. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Extensive knowledge of the principles of sound workplace investigation and evidence procedures.
2. Knowledge of the negotiated agreements between CCSD and ESEA and CCASAPE.
3. Extensive knowledge of duties, standard procedures, and required professional judgment of grounds, custodial, and maintenance work.
4. Knowledge of best practices of management, supervisors, and leadership.

5. Interpersonal skills and experience in conflict resolution.
 6. Excellent verbal and written communication skills.
 7. Ability to effectively interpret, apply, and articulate bargaining agreement provisions and CCSD policies and regulations, as they relate to personnel matters.
 8. Ability to review, examine, and discuss documents and exhibits that may be offensive and disturbing.
 9. Ability to read and interpret negotiated agreements and CCSD policies and regulations as they apply to FSU employees and discipline.
 10. Ability to interact effectively and diplomatically and to work in cooperation with CCSD staff at all levels as well as outside entities.
 11. Ability to work effectively under constant deadlines and time constraints.
 12. Ability to consistently perform and react professionally and effectively under pressure in a fast-paced environment with constant interruptions and often-conflicting demands.
 13. Ability to delegate tasks appropriately and oversee the successful completion of the delegated assignments.
 14. Ability to navigate through basic computer programs (computerized maintenance management system [CMMS], attendance software, Microsoft Office, Access, Zonar Global Positioning System [GPS], etc.).
-

Position Requirements

Education and Training

A 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,
2. Five (5) years of successful supervisory experience related to the administrative position.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

A minimum of two (2) years supervisory experience of at least 50 service technicians, custodial, grounds, or maintenance personnel.

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

AA/EOE Statement

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: 04/10/25
- Created: 08/12/14