

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

COORDINATOR III – NO CHILD LEFT BEHIND AND DATA VERIFICATION

Reference Code: A490

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 is responsible for assisting in the conduct of district-wide testing programs, conducting data analysis, training school personnel, and preparing a wide variety of school, area, Clark County School District, and state reports. This position is directly responsible to the Director, Testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Consult, train, and assist schools, areas, and central office with the assessment process.
2. Create, complete, and disseminate school, area, and District testing and No Child Left Behind (NCLB) reports.
3. Serve as liaison with the Nevada Department of Education and other Clark County School District departments.
4. Assist with collection, verification, processing, and loading of all test data into the Instructional Data Management System (IDMS).
5. Provide quality assurance regarding data and all test reporting.
6. Develop and conduct quality assessment training for school, area, and District personnel.
7. Serve as an expert resource for schools, areas, and central office regarding the implementation of formative assessments.
8. Assist with the review, analysis, reporting, and dissemination of all Norm-Referenced Testing (NRT), Criterion-Referenced Testing (CRT), High School Proficiency Examination (HSPE), and Interim Assessment data.
9. Assist with in-depth statistical analysis and research for the District.
10. Assist with test irregularity investigations and reporting.
11. Maintain familiarity with current educational evaluation literature.
12. Supervise and evaluate the performance of assigned staff.
13. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to interpret test results.
2. Ability to gather and analyze information from a variety of resources with minimum direction.
3. Ability to communicate clearly, both orally and in writing.
4. Ability to work cooperatively with principals, teachers, support staff, and central office personnel.
5. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
6. Knowledge of and background in the use of various software packages, specifically data base software and statistical software.
7. Knowledge of state, federal and local regulations and mandates regarding NCLB, Nevada Revised Statute (NRS) 385, and Adequate Yearly Progress (AYP).
8. Thorough working knowledge of criterion-and norm-referenced testing.
9. Working knowledge of basic statistical procedures.

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:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications:

1. Advanced degree or coursework beyond master's degree.
2. Coursework in statistics, assessment, and/or evaluation.
3. Teaching 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.