

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Unit

### COORDINATOR IV - SCHOOL-COMMUNITY PARTNERSHIP PROGRAM

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Reference Code: A218

Division: Community and Government Relations

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position serves to promote professional relationships and strengthen business ties to benefit the Clark County School District. This position is responsible to the Director, School-Community Partnership Program, Community and Government Relations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assists with planning of and training programs for both teachers and community volunteers.
2. Maintains appropriate documentation of projects assigned.
3. Serves as contributing member on various boards or committees that directly impact projects assigned.
4. Works effectively with personnel in schools, business partners, and partnership staff to complete projects assigned.
5. Represents the Clark County School Director upon request.
6. Reviews proposed partnership programs for alignment and appropriateness to District curriculum, policies and regulations, and grade level.
7. Assists with the identification and development of community resources for the benefit of partnership programs.
8. Assists with monitoring and evaluating of the effectiveness of partnerships.
9. Supervises and evaluates assigned staff.
10. Performs other duties related to the position, as assigned.

#### POSITION REQUIREMENTS:

##### Education and Training:

An earned bachelor's degree from a regionally accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

##### Licenses and Certifications:

None specified.

##### Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the position.
2. Demonstrated involvement in community activities.
3. Demonstrated the ability to successfully communicate verbally and in writing.
4. Effective communication, collaborative, and interpersonal skills.
5. Demonstrated ability to effectively work with others.
6. Demonstrated effective skills in planning, organizing, and coordinating activities and events.
7. Successful performance in the position held at the time of application.
8. Demonstrated ability to work under pressure, meet deadlines, and manage more than one project at a time.
9. Demonstrated experience in recruitment and training of volunteers.
10. Ability to successfully complete a writing sample at the time of interviews.

##### Preferred Qualifications:

1. Master's degree from an accredited college or university.
2. Two (2) or more years of involvement and leadership in community service.
3. Skilled in diplomacy, judgment, leadership, and problem solving.

4. Skilled in dealing with the public.
5. Willingness to maintain a flexible work schedule, which adapts to the needs of the program.
6. Strong interest and ability in the arts, science, math, and technology projects.
7. Knowledge of various cultural groups and cross-cultural techniques.
8. Ability and interest in developing and maintaining programs for at-risk youth.
9. Knowledge and understanding of district and state curricula and standards.
10. High level of self confidence, initiative, and motivation.

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

**An Affirmative Action/Equal Opportunity Employer**

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.