

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - ADULT EDUCATION

Reference Code: A225

Division: Education Services

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to coordinate the Adult High School Diploma Program and the General Education Development (GED) testing operation. This position is directly responsible to the Director II, Adult Education Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Interpret, communicate, and implement the Clark County School District's identified goals as they apply to the adult education program.
2. Serve as a GED Examiner and coordinate the schedule for the GED tests.
3. Select, assign, and supervise staff; provide appropriate in-service training to meet specific needs of individuals and school departments; coordinate procedures which are conducive to job effectiveness and satisfaction; evaluate assigned staff in accordance with District procedures.
4. Identify and initiate requests to purchase textbooks, instructional supplies, and necessary equipment for the Adult Education Department.
5. Establish and maintain accurate textbook inventory for all adult education programs.
6. Recommend courses of study, develop course outlines, and implement a curriculum designed to provide a general high school education and/or occupational-technical training for students.
7. Organize and conduct in-service programs for District counselors and administrators, as needed, regarding adult education programs, guidelines and procedures, and credit retrieval options.
8. Develop and maintain procedures for grade and credit reporting and posting.
9. Work with the Director to establish procedures for utilizing the school's/department's budget with appropriate staff involvement and in a manner consistent with the District's budgeting procedures and regulations.
10. Prepare and/or revise handbooks for the adult education programs as necessary or requested.
11. Identify and facilitate community partnerships with businesses and develop a positive educational environment to conduct classes.
12. Assign department teachers to class sites.
13. Supervise the preparation of teacher packets for the opening and closing of school.
14. Assist teachers in responding to and resolving student discipline and any other disruptions of the educational process.
15. Develop and/or review and revise opening and closing procedures for department programs.
16. Assist with preparing requests to the Nevada Department of Education for approval to conduct classes.
17. Establish an effective system for communicating school matters with staff, students, parents, and the community.
18. Direct activities necessary to support a program of student counseling related to program selection, test requirements, credit evaluation, and course requirements.
19. Develop procedures for identification of and follow-up counseling with students who are under-achieving and who have poor attendance.
20. Coordinate enrollment, pre-assessment, and placement procedures for students.
21. Develop a plan for Nevada High School Proficiency Examination administration that complies with all District and state requirements.
22. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS

1. Understanding of and sensitivity to the needs of the various cultural and ethnic groups in the school community.
2. Ability to communicate clearly orally and in writing.
3. Ability to establish and maintain an effective working relationship with District administrators, licensed and support staff employees, substitutes, and outside agency representatives.
4. Working knowledge of laws, policies, and regulations governing Adult Education.
5. Knowledge and understanding of District policies, regulations, and procedures to include state educational requirements.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.

Preferred Qualifications:

1. Knowledge of and experience with adult education and/or alternative programs.
2. Experience as an approved GED examiner.
3. Knowledge of and experience with a comprehensive guidance and counseling program.

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.