

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Learning Coordinator

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 8 hours per day, 220 days

JOB GOAL: The focus of this position is to provide instructional leadership in curriculum, professional learning, and program development around best practice, effective instructional strategies, and educational research for administrators and teachers, so all students master the content standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Effectively articulates curriculum, programs, and research to teachers, administrators, parents, and the community.
2. Conducts site visits to mentor, model, and plan collaboratively with teachers using appropriate, research aligned strategies.
3. Designs, presents, and facilitates professional learning activities for teachers, parents, administrators, and other audiences, as required.
4. Assists with data collection, including assessment results, analysis, and interpretation to inform decisions.
5. Assists with the preparation of action plans, curriculum documents, and instructional materials, as assigned.
6. Assists in the development, monitoring, and implementation of grants and budgets.
7. Facilitates the work of collaborative teams to support district, state, and federal programs.
8. Collaborates with leadership teams, district departments, and local/state/national agencies to support initiatives and to ensure program alignment.
9. Gathers, evaluates, and disseminates resources, research, information, and research-based practices in curriculum, instruction, and assessment; understands curricular ramifications of the current federal Elementary and Secondary Education Act and other state mandates.
10. Promotes clear communication between schools and the community.
11. Represents the Nye County School District in matters related to instruction at the local, state, and national level.
12. Travel to rural schools is required.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstrated knowledge of educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.
2. Ability to develop and deliver effective professional learning.
3. Demonstrated leadership skills.
4. Demonstrated success supporting shared leadership at all levels.
5. Ability to consult with and facilitate teams.
6. Ability to support work across grade levels.
7. Excellent verbal and written communication skills.
8. Knowledge and ability to use and integrate technology to provide quality instruction.
9. Ability to manage multiple projects and meet deadlines.
10. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

- 1. Master’s degree from an accredited college or university in subject(s) related to assignment
- 2. Minimum of five (5) years of successful experience in corresponding or related positions
- 3. Proven record of implementing new practices or programs at a school
- 4. Previous successful experience working with adult learners and Instructional Coaches to change classroom practices, instruction, and intervention practices
- 5. Previous experience in leadership roles
- 6. A passion for learning and teaching

Licenses and Certifications:

- 1. Valid Nevada Department of Education Administrative license, preferred; **Or**
- 2. Valid Nevada Department of Education Teaching license with endorsement(s) related to assignment
- 3. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

6/13/2019
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____