

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Learning Coordinator Addendum for Alternative, Distance, and Adult Education

Contract: 8 hours per day, 12 months

JOB GOAL: Plans, organizes, administers, and coordinates all activities and functions for all NCSD Alternative Education Programs, Adult Education, Distance Learning, Online Development courses, and HSE which are essential to the operation of a responsible, effective, and efficient instructional environment, providing maximum opportunity for student growth. Supervises one or more secondary principals.

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. Serves as the Administrator and oversees the daily operations of Pathways Schools. This includes all the Essential Duties and Responsibilities of “Principal (9-12 or 7-12)”.
2. Assists in or oversees the development and implementation of alternative education programs, Adult Education, HSE, distance learning, online instruction, blended classrooms and flipped classrooms.
3. Coaches and supervises one or more principals.

For schools overseen by this position:

1. Provides expertise in developing career and college ready graduates, including but not limited to curriculum, social-emotional learning, four Cs (critical thinking, communication, collaboration, and creativity) of 21st century learning, career and technical education, JAG, and Gear-Up,
2. Provides expertise in changing to and maintaining a student-centered school culture.
3. Supports the development of Professional Learning Communities (PLCs) including common planning, common formative assessments, instructional strategies, student intervention, and data collection, analysis, and interpretation to inform decisions, so all students master grade level standards.
4. Assists in the development and implementation of School Performance Plans aligned with the District Performance Plan.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of Alternative Education programs, Adult Education, and HSE.
2. Familiar with the implementation of distance learning, online instruction, blended classrooms and flipped classrooms.
3. Demonstrated knowledge regarding secondary educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master’s degree from an accredited college or university in subject(s) related to administrative assignment
2. Successful administrative experience
3. Minimum of five (5) years certified experience in a school system, to include at least three (3) years of classroom teaching

Licenses and Certifications:

Valid Nevada Department of Education Administrative license, required