

9.20.01 DIRECTOR OF MAGNET GRANT PROGRAM

Reports To: Assistant Superintendent for Secondary Education

Dept/Campus: Central Office

Wage/Hour Status: Exempt

Contract Length: 240 days

PRIMARY PURPOSE:

Effectively manage and provide leadership for the magnet school project; coordinate the magnet program in the district.

QUALIFICATIONS:

Education/Certification:

Master’s degree in education

Must hold a current Arkansas teaching certificate and administrative certificate

Special Knowledge/Skills:

Ability to work effectively with students and staff

Ability to effectively present information to faculty, staff, students, and community

Ability to work with minimal supervision

Ability to work well with others

Excellent organizational, communication, and interpersonal skills

Effective technology skills (Word, Excel, etc.)

Capable of supervising personnel in an educational setting

Experience:

Minimum of three (3) years of teaching experience

Minimum of two (2) years of instructional leadership outside of the classroom setting

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Directors employed by this district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

JOB DESCRIPTION
Director of Magnet Grant Program
Page 2

3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Develop and maintain consistent communication with all constituents including the U. S. Department of Education.
7. Develop and monitor vertical/horizontal articulation among all magnet programs.
8. Develop and maintain knowledge of requirements and changes in the magnet program.
9. Maintain fiscal responsibility in decisions.
10. Oversee a public relations program; coordinate with the public relations department regarding recruitment activities related to the magnet program.
11. Assess, develop, and maintain instructional delivery in all magnet programs.
12. Assess, develop, and maintain thematic infusion instruction in all magnet school programs.
13. Compile and maintain accurate records with regard to the overall operation of the magnet program including enrollment, budget expenditures, funded programs, etc.
14. Confer with staff in the planning and preparation of budgets, grant proposals, and programs which affect the magnet project.
15. Supervise the selection of materials used in the curriculum.
16. Assist in the design, implementation, and evaluation of the magnet program.
17. Work collaboratively with appropriate district and school personnel to prepare the budget and to monitor magnet program activities to ensure the appropriateness of expenditures.
18. Disseminate information about magnet programs to parents and interested persons in the community.
19. Coordinate magnet program activities (i.e. magnet fairs, recruitment fairs, etc.).

20. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assigned program personnel.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours; ability to lift and carry 50 lbs.

Date Approved: February 5, 2018

Last Revised by Administration:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date