



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Magnet Schools (Grant Funded)	Office of Teaching & Learning	Chief Academic Officer

Position No: 63008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 11/7/17
FSLA: Exempt	Date Revised:

JOB GOAL
To coordinate and oversee the activities related to the Magnet School Assistance Program implementation and related grants such as the Professional Development for Arts Education Grant.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree with certification in educational leadership or related educational field. 2. Eligible for a Florida Educator's Certificate. 3. Successful teaching and administrative experience. 4. Demonstrated knowledge of current research and national trends on magnet schools/programs. 5. Demonstrated knowledge of district curriculum and expectations. 6. Expertise in the use of computers and various software programs related to the production of documents. 7. Successful experience in writing competitive grants. 8. Successful experience in providing in-service components and coordinating staff training projects. 9. Demonstrated ability to work collaboratively with diverse groups and individuals. 10. Evidence of both written and oral communication skills for effective expression of ideas. 11. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assists in the design, implementation, and evaluation of magnet schools/programs. 2. Coordinates the planning, development, and dissemination of a district long-range magnet school/program plan for identified schools/departments. 3. Assists in writing future grants for magnet schools/programs. 4. Assists in the assignment of students to magnet program. 5. Aligns program activities with grant program and district goals and objectives. 6. Collaborates with school-based and district office personnel, federal and/or state grant program staff, and with contracted project evaluators to ensure achievement of grant program goals and objectives. 7. Develops overall grant program implementation timelines. 8. Manages budgets and monitors expenditures for compliance with grant requirements. 9. Serves as liaison with school-based personnel and district level staff. 10. Works collaboratively with appropriate district and school personnel to prepare the budget and to monitor magnet school/program activities to ensure the appropriateness of expenditures. 11. Assists appropriate district personnel to monitor magnet school/program activities to ensure that all sites adhere to racial guidelines and that limited English proficient and exceptional education students are provided equal access and appropriate auxiliary services.

12. Maintains communication with the appropriate personnel to coordinate transportation of students enrolled in magnet schools/programs.
13. Assists in designing program literature and applications for magnet programs.
14. Disseminates information about magnet schools/programs to parents and interested persons in the community.
15. Oversees magnet school/program activities (i.e., magnet fairs, recruitment fairs, etc.) with those of other district departments, including program development.
16. Coordinates appropriate training activities to implement magnet themes.
17. Performs other duties as assigned.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.