



JOB TITLE	DEPARTMENT	REPORTS TO
Magnet School Outreach & Recruitment Specialist (Grant Funded)	Office of Teaching & Learning	Coordinator of Magnet Schools

Position No: 63101	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 11/7/17
FSLA: Exempt	Date Revised:

JOB GOAL
To develop outreach and recruitment strategies for the Magnet School Assistance Program Grant as it relates to marketing and recruiting efforts, data reporting, and other magnet school grant related duties.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Education or related field. 2. Valid Florida Teaching Certificate. 3. Three years of teaching experience or successful experience in marketing and recruitment. 4. Knowledge of media relations as it relates to education community. 5. Knowledge of current research and national trends on magnet schools/programs. 6. Knowledge and proficiency with technology. 7. Excellent written, oral and interpersonal communication skills. 8. Experience in building community partnerships. 9. Demonstrated proficiency in school related systems. 10. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Plans, monitors and implements recruitment efforts related to the Magnet School Assistance Grant. 2. Creates and implements a comprehensive marketing & recruiting plan in support 3. Responsible for researching and developing new outreach strategies that align with the goals of the school district. 4. Partner with key community leaders to leverage outreach. 5. Work with Chief Communications Officer and Magnet School Coordinator to develop marketing and recruitment materials. 6. Disseminates information about magnet schools/programs to parents and interested persons in the community through large group presentations. 7. Plans and attends magnet school/program activities (i.e., magnet fairs, recruitment fairs, etc.) with those of other district departments, including program development. 8. Assist with the implementation of enrollment and placement systems and cooperates with the Student Assignment Office. 9. Create, analyze and share data and reports specific to placement results and enrollment. 10. Support the Magnet School Coordinator in strategic planning and policy development to support program goals and outcomes as it relates to outreach and recruitment. 11. Provide family and community support related to magnet school programs information 12. 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.