



EMPLOYEE NAME: _____

Created: 6/10; Revised: 10/12; 4/15

JOB DESCRIPTION

POSITION TITLE: Magnet Program Advisor	FLSA: Exempt
DIVISION: Academic	PAY GRADE: CIT (4, 5, 6 or 7)
DEPARTMENT: Assessment & Personalized Learning	SALARY SCHEDULE: Teacher
REPORTS TO: Principal	WORK DAYS: 190
	JOB CODE: 114
PRIMARY FUNCTION: Assists Magnet Program Coordinator with supervising, directing, and improving the Magnet Instructional program.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 3 years teaching experience; Honors and/or AP level teaching experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with supervision, direction, and improvement of magnet program.
3.	Researches new and emerging technologies and curriculum for possible development and implementation into magnet program.
4.	Registers, orients, and schedules students in the magnet program.
5.	Coordinates with magnet program counselor and teachers to develop appropriate instructional and behavioral strategies.
6.	Assists magnet counselor with developing most effective and efficient process for college admissions, recommendations, and scholarship forms.
7.	Acts as a liaison between Magnet Foundations and Magnet Program.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____