

JOB DESCRIPTION

POSITION TITLE: Magnet Program Coordinator	JOB CODE: 621F
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Coordinators Salary Schedule
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: 208
REPORTS TO: Principal	PAY GRADE: CC1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership and support for Magnet Program.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Gifted In- Field endorsement, Leadership and Certification in program content area preferred
3.	Experience: 3 to 5 years of successful experience in teaching or leadership experience in administration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to learners; students management

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 in the screening and selecting of new Magnet Program personnel.
3.	Assists personnel new to the program and acts as a resource to Magnet teachers as to training opportunities and materials.
4.	Coordinates program orders, allocations and accounting for textbooks and materials.
5.	Plans, reviews and monitors annual program budget with appropriate personnel.
6.	Follows up and supports administrative actions for improving personnel performance.
7.	Shares with the principal and local administrative staff the problems of program administration including utilization of building, internal security, teacher morale and student control.
8.	Attends local school meetings, District coordinator meeting and Magnet Program training and interchange meetings.
9.	Meets expectations for high school teachers.
10.	Institutes and implements program of public relations with parents, community and other schools.
11.	Coordinates admissions for Magnet Program and directs and guides the Magnet curriculum.
12.	Coordinates testing as required with other department heads.
13.	Conducts teacher assessments as directed and communicates with Magnet Advisory Board.
14.	Coordinates all program correspondence and constructs annual Magnet Program calendar.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____