JOB DESCRIPTION

MAGNET CURRICULAR SUPPORT SPECIALIST
HIGH SCHOOL

JOB TITLE: Magnet Curricular Support Specialist – High School

WAGE/HOUR STATUS: Exempt

REPORTS TO: Campus Principal

TERMS: 226 Days

DEPARTMENT: Curriculum and Instruction

PAY GRADE: Administrative 1 Plus Stipend

PRIMARY PURPOSE:

To provide curriculum and instructional support for staff at the High School campus to meet the goals and objectives of the district’s Synergy Project Magnet Program, including International Baccalaureate, STEAM, and Dual-credit/Early College. This educator will work in conjunction with the Magnet Office, Office of Curriculum & Instruction, campus administrators, and teaching staff to advise, model, and promote the elements of high level instruction that will help the district to meet its goals and expectations. She/he is responsible for coaching teachers in the development and delivery of personalized, interdisciplinary, and project-based curriculum. In addition, the Magnet Curricular Support Specialist may assist with the planning and conducting of department/program meetings, advisory committee meetings, and coordinating department/program activities that assist the campus in reaching its goals and objectives.

QUALIFICATIONS:

Education/Certification:

- Master’s Degree from an accredited college or university
- Texas Mid-management or other appropriate certification
- Certification in Texas Teacher Evaluation & Support System (T-TESS)
- Valid Texas teaching certification
- Understands needs of students and staff within a multi-cultural environment

Special Knowledge/Skills:

- Ability to work towards goals and objectives
- Ability to coordinate and implement multiple activities/programs
- Knowledge of successful instructional strategies
- A deep understanding of Texas Essential Knowledge and Skills (TEKS)
- Excellent communication skills
- Proven ability to collaborate with teachers regarding student learning
QUALIFICATIONS: (continued)

Experience:

Minimum of five years of successful teaching experience in TAKS/STAAR grade levels and evidence of success in teaching state testing strategies
Two to three years of administrative experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Model, train, co-plan, and co-teach with individual teachers or groups of teachers in a manner that is consistent with guidelines established by Texas Education Agency, board policies, and administrative regulations

2. Assists staff with curriculum development, revisions and/or redesign in order to facilitate the delivery of effective curriculum

3. Assist the Magnet Office in the preparation and collection of data for reporting purposes

4. Assists staff with instruction, course evaluation and revision, as needed

5. Model and provide guidance for teachers utilizing learning strategies designed to help the district achieve its goals and objectives for the Magnet Program, including STEAM, IB, and Dual-credit/Early College

6. Work with district and campus leaders to monitor and assess the quality of the High School curriculum and instruction, especially in the areas of IB, STEAM, and Dual-credit/Early College

7. Provide recommendations to district and campus leadership, as necessary, on how to improve instruction and integration of IB, STEAM, and Dual-credit/Early College instructional strategies into the curriculum

8. Expose Magnet Program opportunities to other staff, students, parents, and school community to develop students into global graduates

9. Assist in the development and implementation of presentations and special events/activities for a variety of audiences
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

10. Share Magnet Program activities with public and community relations personnel for sharing on public and social media platforms

11. Attend professional development and training related to high level programs and methodologies, especially in the areas of IB, STEAM, or Dual-credit/Early College, staying abreast of current research

12. Assist in the selection of books, equipment, and other instructional materials

13. Collaborate and communicate with other district departments and employees to carry out the functions of the job

14. Prepare correspondence, forms, and reports as required

15. Assist in the direction, development, and implementation of staff development and training programs

16. Comply with district policies, as well as state and federal laws and regulations

17. Adhere to the district’s safety policies and procedures

18. Maintain confidentiality in the conduct of district business

19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

20. Demonstrate regular and prompt attendance

21. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teachers and teacher aide(s) as required
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HIGH SCHOOL

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________

Signature: ____________________________________________ Date: __________________

ESTABLISHED/REVISED: Jan., 2019