JOB DESCRIPTION

MAGNET CURRICULUM PROGRAM SPECIALIST
MIDDLE SCHOOL/MIDDLE YEARS PROGRAM COORDINATOR

JOB TITLE: Magnet Curriculum Program Specialist – Middle School MYP Coordinator
WAGE/HOUR STATUS: Exempt

REPORTS TO: Campus Principal/ Magnet Grant Director
TERMS: 187 Days

DEPARTMENT: Campus Assigned
PAY GRADE: Teacher Pay Scale

PRIMARY PURPOSE:

To provide curriculum and instructional support for staff at the Middle School campus to meet the goals and objectives of the district’s Synergy Project Magnet Program, including International Baccalaureate and STEAM. 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
QUALIFICATIONS: (continued)

Special Knowledge/Skills: (continued)

- A deep understanding of Texas Essential Knowledge and Skills (TEKS)
- Excellent communication skills
- Proven ability to collaborate with teachers regarding student learning

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

2. Model and provide guidance for teachers utilizing learning strategies designed to help the district achieve its goals and objectives for the Magnet Program, including IB and STEAM

3. Work with district and campus leaders to monitor and assess the quality of the Middle School curriculum and instruction, especially in the areas of IB and STEAM

4. Provide recommendations to district and campus leadership, as necessary, on how to improve instruction and integration of IB and STEAM instructional strategies into the curriculum

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

6. Coordinates the Middle Years Program for Forest Park Middle School and provides instructional leadership to the faculty and staff

7. Collaborates with the District IB Coordinator, school administrators, partner schools and other offices on an ongoing basis
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

8. Leads the MYP faculty in the development and annual updating of the MYP units of inquiry for the eight subject groups

9. Develops, communicates and monitors an action plan, aligned to IB Standards and Practices, that promotes program growth and supports the vision of the school and school district

10. Provides leadership to the school community; regularly keeps faculty and administration informed on IB matters related to the IB Middle Years Program and all new/revised IB Middle Years Program publications

11. Facilitates outcome based collaborative planning, professional development and meetings for teachers to develop teacher capacity

12. Facilitates transdisciplinary curricular connections and assists with teacher collaboration in writing inter/transdisciplinary MYP units

13. Models effective, research-based instructional strategies and promotes a collaborative culture reflective of an IB school

14. Provides regular verbal and written feedback to teachers regarding program implementation for purposes of growth and improvement

15. Makes connections with IB schools in the local and global community; seeks opportunities to promote international mindedness and to foster collaborative projects and service

16. Monitors the academic progress and well-being of students in the program; facilitates support services when appropriate; serves as mentor for students and conferences with parents

17. Gathers data and maintains accurate records including MYP units with supporting materials, student work samples, and work portfolios for students in the program

18. Sets and monitors goals to improve magnet student retention rates and successful completion of community and personal project; keeps evidence of monitoring and shares data analysis with IB Office and school leadership
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19. Supports the Personal Project and the Community Project keeping faculty, administration, parents and students aware of their significance, beginning with Year 1 students

20. Represents Forest Park Middle School and the IB program appropriately and professionally in all communications and meetings

21. Promotes program awareness and provides student support through parent meetings and information sessions during and outside the instructional day

22. Recruits new students to the program through information sessions and marketing materials and is responsible for managing the student application process for the school

23. Adheres to all IB regulations and procedures; administers and meets all regulations for the IB MYP evaluations and assessments

24. Remains current in knowledge of IB instructional and programmatic developments and current education practices

25. Attends trainings as necessary as well as TIBS coordinator meetings

26. Support the implementation of the IB continuum and the PYP and DP coordinators

27. Makes arrangements with the district coordinator for IB Americas recognized training for teachers and school-based administrators and supports them through the process

28. Prepare correspondence, forms, and reports as required

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

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

31. Adhere to the district’s safety policies and procedures
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

32. Maintain confidentiality in the conduct of district business

33. 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)

34. Demonstrate regular and prompt attendance

35. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teachers and teacher aide(s) as required

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