JOB DESCRIPTION

Magnet Grant Coordinator and Recruiting Specialist

JOB TITLE: Magnet Grant Coordinator and Recruiting Specialist
WAGE/HOUR STATUS: Exempt

REPORTS TO: Magnet Grant Director
TERMS: 187 Days

DEPARTMENT: Curriculum and Instruction
PAY GRADE: Administrative 4

PRIMARY PURPOSE:
To assist in providing leadership and coordination of magnet school activities on a daily basis, market the magnet school concept throughout the community, and assist in the recruitment and retention of quality teaching personnel

QUALIFICATIONS:

Education/Certification:

Master’s degree in Education
Texas Mid-Management or appropriate Mid-Management/Principal Certification, preferred
Experience in Project Management
Experience with overseeing a budget and financial aspects of school programs
Experience in marketing, teacher recruitment, and/or public relations
Understands needs of students within a multi-cultural environment

Special Knowledge/Skills:

- Ability to work towards goals and objectives
- Ability to coordinate and implement multiple activities/programs
- Understanding of Department of Justice, Office of Civil Rights, Department of Education Protocol and ability to work in conjunction with the department
- Understanding of marketing and public relations strategies
- Ability to recruit and retain quality school personnel

Experience:

Five to ten years as an educator
Experience as a campus leader or central office administrator
Recruiting experience preferred
MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the coordination and implementation of all aspects of proposed magnet school activities

2. Work with magnet school personnel and district administration in planning any development activities

3. Assist in the development and implementation of a comprehensive marketing plan in conjunction with LISD Community Relations Department

4. Assist in the development, planning, and implementation of recruiting activities designed to enhance the District’s ability to attract and retain a diverse, high-performing workforce, with a focus on recruiting qualified personnel to support the objectives of the magnet program

5. Assist in the recruitment of magnet school transfer students by assisting in the creation and implementation of a school choice process (lottery, applications, transfer liaison)

6. Monitor and analyze student data with respect to magnet program goals and objectives

7. Work with administration to recommend strategies and methods to reduce/eliminate racial isolation

8. Assist in overseeing and coordinating the day-to-day operations of the magnet school budget in conjunction with the Magnet Director, Director of Federal Programs and the Business Office

9. Monitor project activities and collect ongoing data to determine progress towards achieving project goals

10. Prepare necessary federal, state, and local reports and documents as required

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

12. Prepare correspondence, forms, and reports as required

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

14. Comply with district policies, as well as state and federal laws and regulations
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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

16. Maintain confidentiality in the conduct of district business

17. 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)

18. Demonstrate regular and prompt attendance

19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Magnet School District office personnel

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: Aug., 2018