



Longview Independent School District

JOB DESCRIPTION MAGNET GRANT DIRECTOR

JOB TITLE:	Magnet Grant Director	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

To provide leadership and coordinate magnet school activities on a daily basis and market the magnet schools concept throughout the community

QUALIFICATIONS:

Education/Certification:

- Master's Degree in Education or MBA, Preferred
- Texas Mid-Management or Appropriate Mid-Management/Principal Certification, Required
- Experience in Project Management
- Experience With Overseeing Budget and Financial Aspects of Grants
- Experience in Marketing and/or Public Relations
- Understands Needs of Students Within a Multi-Cultural Environment

Special Knowledge/Skills:

- Working Knowledge of EDGAR/ESSA Compliance
- Understanding of Department of Justice, Office of Civil Rights, Department of Education Protocol and ability to work in conjunction with department

Experience:

Five to ten years of experience in writing, administering and implementing grants
Five to ten years of service as a campus leader or central office administrator



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate and implement all aspects of proposed magnet school activities
2. Work with magnet school personnel and district administration in planning any development activities
3. Develop and implement a comprehensive marketing plan in conjunction with LISD Community Relations Department
4. Market the magnet schools to the community using multimedia sources
5. Recruit and process magnet school transfer students by creating and implementing school choice process (lottery, applications, transfer liaison)
6. Monitor and analyze student data demographic with respect to project goal
7. Recommend to the Assistant Superintendent of Administrative and Pupil Services the methods and strategies to reduce/eliminate racial isolation
8. Oversee and coordinate the day-to-day operations of the magnet school budget in conjunction with the Director of Federal Programs and Business Office
9. Monitor project activities and collect ongoing data to determine progress toward achieving the project goals
10. Coordinate creation and implementation of LISD Voluntary Desegregation Plan
11. Direct the development and implementation of staff development and training programs
12. Assist in recruiting and hiring of magnet school staff
13. Serve as the official point of contact with the Department of Education for grant related activities
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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 (Administrative Assistant, etc.)

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, stooping, bending, pulling, pushing; move 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.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of 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: April, 2018