

**Job Title:** Magnet Grant Director**Exemption Status:** Exempt/226 days**Reports to:** Chief Innovation Officer**Date Revised:** 9-1-2020**Dept./School:** Innovation Office**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 Educational Administration or MBA
- Texas Mid-management certification or appropriate supervisor certification
- Experience with project management
- Experience with overseeing budget and financial aspects of grants
- Experience in marketing and/or public relations

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of EDGAR/ESSA compliance
- Understanding of Department of Justice, Office of Civil Rights, Department of Education protocols and ability to work in conjunction with other departments

Experience:

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

Major Responsibilities and Duties:

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

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 processes (lotter, applications, transfer liaison)
6. Monitor and analyze student data demographics with respect to project goals
7. Recommend to the Chief Innovation Officer the methods and strategies to reduce racial isolation
8. Oversee and coordinate the day-to-day operations of the magnet school budget in conjunction with the Chief Innovation Officer and the operating partners of the district
9. Monitor project activities and collect ongoing data to determine progress toward achieving project goals
10. Coordinate the creation and implementation of the LISD Voluntary Desegregation Plan
11. Work in conjunction with the district and the operating partners to develop and implement professional development activities that will lead to goal achievement
12. Assist in the recruiting and hiring of magnet 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
17. Must be able to perform the essential functions of walking and interacting with student and/or district employees, along with operating partners, in the specific work site assigned
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

Supervisory Responsibilities:

Provide appropriate supervision as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; camera; video camera

Tools/ Equipment Used: Standard office **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting



Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____