

<b>Job Title:</b> Coordinator Campus Magnet Program	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Principal	<b>Pay Grade:</b> TBA
<b>Dept/School:</b> Assigned Campus	<b>Date Revised:</b> April 10, 2012

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**Primary Purpose**

Assist the school principal in overall administration of the magnet school instructional programs and operations. Coordinate assigned teacher, student, parent and community activities, services and training as related to magnet school programs.

**Qualifications****Education/Certification**

Master's Degree

**Special Knowledge/Skills**

- Demonstrated leadership ability in working with teachers and students in instructional and managerial administration
- Knowledge of an ability to work with adult and student learners
- Strong organizational, communications, and interpersonal skills
- Ability to coordinate campus support operations

**Experience**

Two (2) years of leadership experience in education

Five (5) years of secondary classroom teaching experience, or five (5) years experience in area of magnet specialization

**Major Responsibilities and Duties****Instructional and Program Management**

1. Assume responsibility for the planning, operation, supervision, and evaluation of the magnet program of the school.
2. Coordinate recruitment and application process for the magnet program.
3. Coordinate, with the principal, the organization and management of the magnet program.
4. Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences as well as providing focused staff development.
5. Mentor and assist with the planning and implementation of staff development for teachers on best pedagogical content knowledge and best practices in a magnet program.
6. Assist in preparing a master schedule for magnet program courses.
7. Promote an advising program that provides needed support and direction for students enrolled in the magnet program.

**School/Organizational Climate**

8. Establish and maintain communication with personnel and students to foster a productive magnet program climate.
9. Assist in establishing and clarifying the short-range and long-range goals of the magnet program that are educationally sound and administratively feasible.
10. Utilize the resources of the district and the community in developing the most effective magnet program.

**Policy, Reports and Law**

11. Inform the principal promptly of cases of extreme danger or disaster where it would be necessary to set aside any Board rules or regulations.
12. Assume the responsibility for implementing the policies and directives of the Board and TEA.
13. Maintain accurate records and makes such reports as required by TEA or as assigned by the principal.

**Budget and Inventory**

- 14. Prepare and submit the magnet program budget and monitors allocations and expenditures of funds according to administrative policies.
- 15. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment as needed for the next school year for the magnet program.

**Student Management**

- 16. Coordinate student enrollment with sending campuses.
- 17. Function as the attendance officer of the program.
- 18. Establish and maintain a standard of conduct that is supportive of the instructional program.
- 19. Provide for the close supervision of extracurricular activities.

**Personnel Management**

- 20. Coordinate with the principal, staff assignments according to the district needs.
- 21. Coordinate the activities of the magnet school staff.
- 22. Identify those aspects of the teacher’s classroom instructional program in need of improvement and suggest alternate avenues of improvement.
- 23. Maintain adequate and accurate documentation.
- 24. Keep the principal fully informed with respect to conditions and needs of the school, personnel matters, student accomplishments and concerns through the established organizational channel.

**Communication and Community Relations**

- 25. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding and solicits support for overall school objectives and programs.
- 26. Interpret Board policies and administrative directives.

**Professional Growth and Development**

- 27. Promote the professional growth of the magnet school staff by presenting in-service programs that meet the individual and group needs of professional auxiliary personnel.
- 28. Attend staff development as directed.
- 29. Promote professional improvement through activities approved by the Board.

**Supervisory Responsibilities**

Supervise the magnet school program

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours.

**Terms of Employment**

199 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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