

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Magnet and Innovation Programs	REPORTS TO:	Assistant Superintendent, Instructional Support Services
DEPARTMENT:	Office of School Innovation and Choice	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
ISSUED:	July 10, 2012		

BASIC FUNCTION:

Plan, organize, direct, coordinate and supervise the development and implementation of district-approved magnet schools in accordance with district policies and guidelines; develop and support professional development efforts related to magnet themes and best practice; provide marketing and recruitment leadership; manage the department functions and assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, direct, coordinate, and supervise the development and implementation of district-approved magnet schools in accordance with district policies and guidelines. *E*

Oversee district magnet programs including the development and implementation of the accountability report and revisions to ensure appeal and relevance. *E*

Develop, conduct, and coordinate professional and curriculum development activities for magnet schools, inclusive of the implementation of Common Core State Standards, innovative teaching practices and the integration of 21st century literacies. *E*

Responsible for federal grant project activity and for monitoring the successful accomplishment of project goals and objectives as the Magnet Schools Assistance Program grant director; ensure complete fiscal responsibility for MSAP grant expenditures and budgetary allocations; plan, develop, and write district-approved federal magnet and integration related grant applications. *E*

Review, analyze, and report on magnet issues and reform measure implications of federal legislation pertaining to magnet schools. *E*

Plan, develop, and implement recruitment and marketing plan and campaigns for district magnet schools that include the development, implementation, review and analysis of parent surveys and community interest in thematic educational programs. *E*

Establish and implement district policies, procedures, and accountability guidelines for district magnet schools. *E*

Serve as liaison with other district and school choice administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information; serve on district-wide committees, task forces, and panels; develop policies and procedures to encourage effective and efficient district magnet programs. *E*

Perform a variety of major special projects, such as fairs and publications, affecting district-wide magnet personnel and community members, including programs and activities. *E*

Design and/or support magnet curriculum goals, materials, specific methodology, and assessment of student progress at district magnet schools to serve all students represented at a school site. *E*

Manage the department functions and assigned personnel; provide for continuing departmental staff training in magnet programs and school choice related programs; develop work schedules, and coordinate the interview and selection process. *E*

Perform systems analysis for various work processes and recommend changes for improving efficiency and design management control systems and work processes. *E*

Oversee research activities, analyze data, and prepare complex financial, statistical, and analytical reports, findings and statements for the district, state, and federal agencies in accordance with funding requirements. *E*

Develop short and long-range plans for increasing efficiency through the use of technology and human resources. *E*

Perform other related duties and responsibilities as assigned. *E*

EDUCATION AND EXPERIENCE:

A combination of training, education and/or experience equivalent to a master’s degree in education or related field and five years of experience in magnet school leadership, including experience managing academic programs and integration programs, and grant writing.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver’s license and availability of private transportation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

District organization, operations, policies, and objectives.

Professional and curriculum development including Common Core State Standards, innovative teaching practices and the integration of 21st century literacies.

Current and past national, regional, and local magnet programs and thematic educational programs.

Existing and pending legislation related to magnet schools.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Budget preparation and control.

Operation of a computer and assigned software and equipment.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Understand and support magnet school curriculum designs and planning in order to serve all students represented at a school site.

Develop and support professional development efforts, related magnet themes and best practice.

Communicate effectively both orally and in writing with district staff, parents and the community related to magnet programs.

Plan and organize programs.

Prepare comprehensive narrative and statistical reports.

Analyze problems, make decisions, and be responsible for those decisions.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and assigned software and equipment.

Meet schedules and time lines.

Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued: 7.10.12

Job Code 1618

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