

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Director, Magnet Schools | REPORTS TO: | Assistant Superintendent, Instructional Support Services |
| DEPARTMENT: | Magnet Program Office | CLASSIFICATION: | Management |
| FLSA: | Exempt | SALARY GRADE: | 032 |
| ISSUED: | May 26, 2009 | | AASD Classified |

BASIC FUNCTION:

Plan, direct, organize, coordinate, and oversee the development, implementation and sustaining of district-approved magnet schools aligned with district policies and guidelines; provide leadership for the district’s magnet schools program; provide ongoing professional development; conduct marketing and recruitment training for district staff, parents, and the community related to magnet programs; manage the department functions and assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, direct, organize, coordinate, and oversee 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*

Direct the preparation and administration of the magnet division budget and ensure efficient and effective use of fiscal, material and human resources to accomplish division goals and objectives. *E*

Oversee site visits to Magnet school programs to monitor academic, fiscal, and operation of the thematic program. *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*

Direct, organize, coordinate, plan, 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*

Direct the ongoing development of district managed integration programs; provide leadership for the development of policies, procedures, and programs; advise district school staff; establish and implement district policies, procedures, and accountability guidelines for district magnet schools. *E*

Represent Magnet schools on school choice related district committees, work groups, and task forces, and at community meetings; 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*

Direct systems analysis for various magnet-related work processes and recommend changes for improving efficiency and design management control systems and work processes. *E*

Coordinate and oversee collaborative work between the Magnet program and staff from various district departments to develop and review 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*

Direct, develop, conduct, and coordinate professional and curriculum development activities for magnet schools. *E*

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

Operate a computer and assigned software programs and equipment. *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 to include managing academic programs and integration programs, and grant writing.

LICENSES AND OTHER REQUIREMENTS:

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.
- 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.
Principles and techniques of 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.
Analyze problems, make decisions, and be responsible for those decisions.
Establish and maintain effective working relationships with other agencies, the public, and district staff.
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.
Plan, develop, organize, and administer integration programs.
Prepare comprehensive narrative and statistical reports.
Communicate effectively both orally and in writing.
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:

Indoor; office setting.

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: 5.26.09

Job Code 1258

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