Coordinating Teacher – Magnet Schools Assistance Program Grant

QUALIFICATIONS

1. Master’s Degree from an accredited educational institution.
2. Certified in education by the State of Florida.
3. Minimum of three years successful teaching experience.
4. Valid Florida Driver License.

Job Goal

To assist teachers, principal, and Magnet School Director in a dynamic setting, in the development and implementation of the Magnet School design through the coordination of curriculum, staff development, and parent/community involvement.

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate communications skills of listening, oral communication and oral presentation; demonstrate interpersonal skills and abilities; knowledge of human growth and development. Extensive knowledge of curriculum; possess technical knowledge and skills to operate computer, enter data, analyze and process information; evidence of effective decision-making skills and management skills; evidence of enthusiasm, job tolerance, initiative and strong work standards for self and others.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Develop, coordinate and implement the adopted Magnet School philosophy and mission.
2. Work with the Director of Magnet Schools, Director of the Schools of Choice, and the Area Superintendent to implement the MSAP program, advertise, and recruit students.
3. Develop, coordinate, and implement the organizational design of the magnet theme(s) and comprehensive school reform model.
4. Develop, coordinate and implement the core components of the magnet school program to include, but not be limited to the use of technology in the instructional program, a formal thinking skills program and core school values.
5. Develop, coordinate and implement a thematic curriculum that integrates the comprehensive school reform model and the magnet theme(s) into the curriculum scope and sequence.
6. Develop and coordinate magnet school policies and procedures.
7. Collect all audit documentation and work closely with the MSAP independent evaluator and the comprehensive school reform model to prepare required audit reports.
8. Participate in MSAP Audit Training.
9. Order Magnet School equipment, materials and supplies as awarded in the grant and ensure that items are put in use in a timely manner.
10. Participate in personal professional growth that leads toward the acquisition of new skills and knowledge related to magnet theme and comprehensive school reform model.
11. Provide curriculum development related to the magnet theme(s) and comprehensive school reform model.
12. Develop and implement a school/community public relations plan concerning the program, student
recruitment, needs, and progress of the magnet theme(s) and comprehensive school reform model.

13. Develop, coordinate and implement a parental involvement program that includes, but is not limited to participation parenting classes, home visits and volunteer assistance in the magnet program.

14. Work with district level curriculum specialists to insure the integration and coordination of the magnet theme(s) and the comprehensive school reform model with the District’s program.

15. Ensure that state and local accreditation standards are met through the school’s curriculum and comprehensive school reform model.

16. Coordinate and/or provide staff development and training, including classroom demonstrations, for the implementation of the magnet theme(s) and comprehensive school reform model.

17. Recommend curriculum adjustments to meet the special needs of individual students.

18. Coordinate career awareness programs related to the magnet theme(s).

19. Develop a bureau of community resources to support the magnet theme(s) and make available to teachers.

20. Coordinate the magnet program in cooperation with other magnet schools.

21. Plan, coordinate, and implement articulation activities within feeder system.

22. Work with the media specialist in adapting and coordinating the use of magnet theme(s) and school reform media in the school.

23. Demonstrate successful leadership skills.

24. Work with diverse student populations and their families.

25. Commit to a core set of beliefs about teaching and learning, ongoing professional development, and active team membership.

26. Complete special assignments assigned by the principal that are magnet theme and comprehensive school reform related.

27. Provide outstanding customer service, and use positive interpersonal communication skills.

28. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.

29. Ensure compliance with Board rules and applicable federal laws and regulations.

30. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking of students.

31. Use appropriate Instruction strategies and materials that reflect each student's culture, learning styles, special needs and socioeconomic background.

32. Fulfill the terms of any affected written contract and adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

33. Assist in the enforcement of all federal, state and district regulations, policies and procedures.

34. Monitor students in a testing environment.

35. Perform other incidental tasks or services consistent with the job goal of this position.

36. Provide outstanding customer service and use positive interpersonal communications skills.

37. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.

38. Ensure compliance with Board rules and applicable federal laws and regulations.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
# Terms of Employment

## Compensation & Position Details

<table>
<thead>
<tr>
<th>Salary Schedule:</th>
<th>PAY TYPE:</th>
<th>PAY CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFT</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates Developed:</th>
<th>Dates Revised:</th>
<th>Dates Board Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/04</td>
<td>10/1/13</td>
<td>10/26/04; 10/8/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EEO-5:</th>
<th>Function:</th>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA Code:</th>
<th>DOE Survey Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Draft Developed By:

**Director, Choice Schools**

### For HR Use Only:

<table>
<thead>
<tr>
<th>Labor Relations Services:</th>
<th>Compensation Services:</th>
<th>Classification Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joy Salamone</td>
<td>Rick Morton</td>
<td>Debra Pace</td>
</tr>
</tbody>
</table>