Garfield High School
Magnet Center/School Coordinator
Job Description

General
1. Will be responsible to the Principal or designee.
2. Function as the Principal’s liaison between the magnet program and other components of the school.
3. Work with the Student Integration Options Office staff and appropriate Region/Division and district resource personnel in operating and maintaining the program.
4. Articulate with students, parents, teachers involved with the program.
5. Encourage student, teacher and parent involvement in all phases of the educational program.

Specific
The individual assigned to this position will perform some or all of the following duties:

1. Compile and maintain accurate records with regard to the overall operation of the magnet: enrollment, budget expenditures, funded programs, etc.
2. Confer with parents and staff in the planning and preparation of budgets, grant proposals, and programs which affect the magnet.
3. Supervise the selection and procession of materials used in the curriculum.
4. Provide curriculum implementation assistance to teachers.
5. Conduct/plan school-site in service/workshops for teachers.
6. Encourage teacher review and evaluation of ongoing educational program.
7. Develop, with staff, innovative programs to expand student opportunities for integration, academic enrichment and growth compatible with the talents and interests displayed.
8. Participate and assist in student activities which aid in developing an appreciation for the skills, talents and cultural experiences of others.
9. Assist in developing a school/community climate in which students of different ethnic and/or cultural backgrounds feel at ease with others.

As directed by the Office of Integration, each magnet program will maintain a description of the specific responsibilities of its coordinator based upon the above job description. The following are specific to the Computer Science Magnet Program Coordinator at Garfield High School.

1. Knowledge of computers, especially with IBM and Novell Netware Network technologies and their applications in the educational setting.
2. Implementation of Computer Science programs and their application to other disciplines (i.e. English, Mathematics, Science, etc.)
3. Familiarity with electronic mail (e-mail, specifically Internet), electronic bulletin board systems (B.B.S.), computer hardware and software, and participation in professional computer organizations (such as Computer Using Educator, C.U.E.)
4. Writing for grants to increase technology in the Magnet program and throughout Garfield High.
5. Supervision of student activities during and beyond school hours.