

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: MAGNET SUPPORT SPECIALIST JOHNSON STREET GLOBAL STUDIES SCHOOL

GENERAL STATEMENT OF JOB

Under general supervision performs a variety of administrative and educational duties in support of the global curriculum magnet program at Johnson Street Global Studies Magnet School. Work involves coordinating the on-going implementation of the magnet program at the school, working with the Magnet Office to promote the program, and performing various administrative functions to support the program. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Identify areas of need in the global studies curriculum, makes recommendations and provides solutions for targeted needs.

Coordinates the global curriculum by grade level and across grade levels.

Writes required reports and grants and identifies areas of need in the global studies curriculum and makes recommendations for target needs.

Investigates and completes requisitions for the purchase of materials and resources to support the magnet program.

Locate and coordinate sources for all in-house programs.

Locate, investigate, and coordinate culturally-based field trips.

Assist with all programming associated with Global Week and International Night.

Coordinate programming for quarterly Awards Day ceremonies and end of the year recognition services.

Plan, promote and execute student-based activities and contests supporting a healthy, well-balanced student life.

Cultivate resources in the community to obtain funding for programs and educational opportunities.

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Develop partnerships with institutions of higher learning to tap into community resources.

Provide information as required to the Magnet Office.

Assist with all arrangements for China partnership school.

Coordinate all community relations including media releases and providing tours for potential magnet students.

Develop relationships with community-based organizations such as the Chamber of Commerce and Rotary.

Represent the school in various forums such as World View and Center for International Understanding events.

Coordinate the school's presentation at Magnet Fairs, Magnet Mondays and Open Houses.

Assist with the coordination of student interns from partner universities.

Respond to requests from the attendance office in regards to magnet issues.

Attend various training sessions offered by experts in the global education arena, report those findings to the JSGS staff and head strategy committees to implement the valuable programs discovered in this process.

Assist in writing grant proposals for global studies grants.

Ensure that the school maintains a global image through visual resources.

Serves as liaison to the PTA.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors Degree in education or related field with 3 to 5 years of clerical/administrative experience or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, typewriters, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions and coordinating assignments with others.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, publications, etc. Requires the ability to prepare correspondence, reports, forms, records, surveys, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Must exhibit excellent interpersonal and communication skills in order to represent the school to the public, media, parents, students and staff.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in oral and written communication.

Skill in providing consultative services to school staff.

Ability to evaluate the effectiveness of existing programs and make recommendations for improvement.

Ability to work and communicate with diverse groups and organizations.

Ability to exercise independent judgment in determining eligibility, type of services to be provided, and placement of students with disabilities in the least restrictive environment.

Ability to develop and conduct presentations.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.