

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR – MAGNET AND CHOICE SCHOOLS**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring and administering the operation of Magnet programs according to federal and state guidelines. Employee will be charged with providing the best possible opportunities for Compensatory Education for educationally deprived children who reside within attendance areas having the highest concentration of low-income families. Employee oversees the implementation of programs, monitoring their effectiveness, providing staff development opportunities, and ensuring adherence to federal, state and local policies and procedures. Employee also coordinates with outside agencies to share ideas and services to better meet the needs of students.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Continuously monitors the overall effectiveness of Magnet programs; conducts assessment activities to determine needs and effectiveness of Magnet programs; develops and supports short and long range goals and objectives for the improvement of system-wide instruction for Magnet program; works with staff, private schools and various organizations to develop new ideas and implement changes; monitors the implementation of new programs and evaluates the results.

Assesses the educational needs of children living within eligible school attendance districts.

Develops and implements instructional policies and programs; interprets educational policies and procedures for a variety of audiences.

Prepares grant application to receive Federal funds to implement programs; monitors grant expenditures; ensures programs are implemented within Federal rules and regulations.

Budgets, monitors and keeps records of Magnet funds allocated to the Local Educational Agency (LEA).

Authorizes the purchase of materials, supplies and equipment and is responsible for their distribution to the project centers.

Supervises a subordinate staff, provides staff with professional development opportunities; advises

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and consults staff, assisting with non-routine situations as they arise.

Makes presentations on Magnet programs for parents, school staff and outside agencies as requested.

Maintains records of Magnet program; creates summary reports for the program; prepares and submits required local, state and federal reports.

Conducts personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Reads various publications and attends various workshops, seminars, etc., to continuously upgrade professional knowledge.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Education, Education Administration or a related field, and at least 5 to 7 years of experience as a teacher, with program coordination and supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, facsimile machines, audio-visual equipment, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 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 giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, billing

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statements, evaluations, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of 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 standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of statistical inference.

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

**Motor Coordination:** Requires the ability 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 and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require 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**

Thorough knowledge of federal, state and local requirements regarding Magnet programs.

Considerable knowledge of the School Board policies, procedures and standards regarding

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education.

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

Considerable knowledge of the current literature, trends, and developments in the field of Magnet programs.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the grant application and administration process.

Skill in counseling and developing staff.

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 them.

Ability to develop and implement instructional policies and programs.

Ability to assess the effectiveness of programs and activities.

Ability to interpret educational policies and procedures.

Ability to develop long range plans and annual budgets.

Ability to effectively express ideas orally and in writing.

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

### **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.