



Job Title: Magnet Program Specialist

Exemption Status: Exempt

Reports to: Administrator Magnet Design

Date Revised: October 2022

Dept. /School: Office of Innovation

Pay Grade: 104

Primary Purpose:

Assist with the district's magnet programs. Support the programs and systems related to the magnet program operations. Collaborate with district staff and outside personnel to provide educational opportunities for magnet programs.

Qualifications:

Education/Certification:

- Bachelor's Degree in a related field
- Master's Degree in a related field preferred
- Valid Texas Teacher Certification

Experience:

- Minimum three (3) years of experience in school-related settings

Special Knowledge/Skills:

- Knowledge of curriculum and instruction
- Knowledge of magnet programs
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Program Management

1. Assist with a magnet leadership team in the maintenance and development of magnet programs.
2. Assist in developing a district magnet timeline for each school year.
3. Assist in collaboration with the Research, Accountability, and Assessment Department (RAAD) in pulling data for qualified magnet students annually, and support the creation, maintenance, and updates of an online magnet system.
4. Assist with collaboration on magnet-specific curriculum with the Curriculum and Instruction Department.
5. Monitor magnet counts for each magnet program and create longitudinal data.
6. Work with the magnet team to evaluate the effectiveness of magnet programs.
7. Enter data in Skyward for the testing results and students' magnet program placements, following seat allocations.
8. Assist campuses with their data entry responsibilities regarding magnet seat information.
9. Assist with assurances regarding racial/ethnic band monitoring about the Desegregation Court order.

Professional Development

10. Strive to maintain and improve professional competence.
11. Participate in developing and supporting the department's broad vision.
12. Attend staff meetings and serve on staff committees
13. Participate in staff development activities to improve job-related skills.



14. Performs all other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying 20 - 50 pounds)

Environment: Frequent district comprehensive travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; ability to communicate (verbal and written); ability to manage multiple projects and tasks simultaneously; ability to instruct

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____