



Magnet Coordinator Job Description

Each Magnet Coordinator shall support the Magnet Principals' leadership as outlined below, in addition to any assigned initiatives and duties in alignment with the school theme, mission and vision. The Coordinator shall serve as the school level leader of magnet theme implementation, and according to the job description provided by DPS.

- *Strategic Leadership*: Creates processes to ensure the school's theme-based vision, mission, values, beliefs and goals actually drive decisions and inform the culture of the school.
- *Instructional Leadership*: Focuses his or her own and others' attention persistently and publicly on learning and teaching by initiating and guiding conversations about instruction and student learning that are oriented towards high expectations, concrete goals, and the magnet theme. Ensures that the school has adequate instructional and curriculum support specific to the magnet theme.
- *Cultural Leadership*: Systematically develops and uses shared values, beliefs and a shared vision to establish a school identity aligned with its magnet theme that emphasizes a sense of community and cooperation to guide the disciplined thought and action of all staff and students
- *External Leadership Development*: Garners fiscal, intellectual and human resources from the community that support the school and district's learning agenda and magnet theme of the school

Qualifications:

- Thorough knowledge of Durham Public Schools program of studies and magnet offerings, the magnet theme and program implementation at the school level and program requirements.
- Ability to work cooperatively with diverse populations
- Excellent skills in oral and written communications, planning and organization, public relations, and human relations
- Knowledge of and skill in the use of database, internet, spreadsheet, word processing, and related applications. Knowledge of and skill in data analysis.

Responsibilities:

1. Serve as the ambassador of the magnet program at the school by clearly and effectively communicating the school's theme and unique characteristics, the district's magnet objectives and the magnet application/lottery process to parents and staff
2. Collaborate with Magnet Programs Department to facilitate the full implementation of the magnet program at the school by assisting all staff in obtaining the resources and training needed for success
3. Attend all scheduled Magnet Coordinator meetings
4. Schedule and coordinate all recruitment events for the school including:
 - a. Magnet Fair
 - b. Regular parent visits/tours
 - c. Open Houses
 - d. Other as designated by principal or Magnet Department
5. Develops magnet theme(s) promotional materials and shares this information with faculty, student body, and local community through faculty meetings, websites, school brochures, magnet fairs, magnet showcases, and open houses.
6. Manage the school lottery information and provide regular updates to the principal
7. Communicate with parents regarding enrollment information and other important information.
8. Monitor student success in classes using observations, benchmark tests, standardized test results, progress reports, attendance data, and discipline data.
9. Collect and analyze magnet school data and share findings with school principal and district magnet administrator
10. Work closely with the Office of Student Assignment on application process development and implementation
11. Perform any other duties assigned which are necessary to the operation and maintenance of the school's magnet program