

TEACHER ON SPECIAL ASSIGNMENT
(Project Manager – Magnet Schools Assistance Program Grant)

MAJOR FUNCTION:

Responsible for coordinating project development and implementation, overseeing financial management, developing a marketing and recruitment plan, and in conjunction with an outside evaluator, preparing the federally-required project reports and annual evaluations for the Magnet Schools Assistance Program Grant project. Works with school-based personnel and central office staff to develop and implement the K-8 Communications Magnet Program housed at Melrose Elementary and John Hopkins Middle Schools. Works under the direction of the two school principals and the Supervisor of Magnet and Fundamental School Programs.

DUTIES AND RESPONSIBILITIES:

- Provides oversight for the development and implementation of the project, assuring that activities are aligned with district strategic directions and consistent with the federal guidelines of the Magnet Schools Assistance Program (MSAP).
- Assists school-based personnel and central office staff in interpreting and monitoring project objectives and federally-required performance indicators.
- Responsible for developing and facilitating a K-8 communications magnet program advisory committee, consisting of staff members and communications and technology-related business representatives.
- Assists in the development of the elementary level, distance learning foreign language program.
- Monitors the budget and timelines for curriculum development.
- Provides leadership for program personnel regarding policy and coordination with the division of curriculum and instruction.
- Provides leadership in the development and implementation of the marketing plan for the K-8 communications magnet program.
- Develops, monitors, and communicates long-term and short-term project plans and goals.
- Develops, monitors, and communicates evaluation, data collection, federally-required performance indicators, and measurement systems for project assessment.
- Facilitates allocation of resources and time consistently with the MSAP-approved project plan, district strategic directions, and plans developed in conjunction with school-based personnel and district staff.
- Assists target schools in building, maintaining, and improving student, parent, and community partnerships.
- Provides for input from students, parents, and business partners in the development of the program and improvement strategies.
- Coordinates program development and articulation with expectations of high school magnet programs as well as traditional high school programs.
- Aggregates, maintains, and monitors customer satisfaction data to help adjust program development, implementation and improvement.
- Maintains, monitors, and collects data for an information system that supports program development, improvement, and evaluation.
- Provides stakeholders with timely access to information and data for program improvement and student achievement.
- Systematically analyzes data to support decision-making in order to review or improve project action plans, timelines, processes and systems.

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DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates the alignment of project goals and objectives to school-level improvement plans and the district's strategic directions.
- Uses comparison and benchmarking data in the analysis of project data.
- Provides training for project personnel using quality terms, tools, and techniques.
- Uses quality terms, tools, and techniques in project development and implementation.
- Structures processes for input and feedback which include all personnel.
- Recognizes successes.
- Maintains a personal/professional development plan and engages in professional development activities.
- Facilitates access to departmental, school-based, and community services.
- Uses PDSA to research, design, implement and evaluate an excellent magnet program which utilizes optimum instructional methods and learning strategies.
- Ensures that processes are aligned to district strategic directions and school goals.
- Secures and utilizes appropriate resources.
- Summarizes and reports current achievement and instructional strategies in target schools.
- Summarizes and reports improvement trends in target schools' operational performance.
- Summarizes and reports on teacher training and implementation of best practices in target schools.
- Summarizes and reports results of customer satisfaction surveys.
- Summarizes and reports improvements in minority student achievement.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. Three (3) years of successful teaching experience at the grade level of program focus, with a demonstrated interest in the program curriculum topic. Demonstrated experiences in the development of curriculum materials and instructional strategies. Recommendation for the position from immediate supervisor.

PREFERRED:

Demonstrated abilities in program coordination and budget. Demonstrated interest in magnet education. Demonstrated knowledge of district curriculum expectations and effective instructional strategies, appropriate assessment and improvement systems, and integrated management systems (IMS).

ISSUED: 10/98 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/02/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher on Special Assignment (Project Manager Magnet School Assistance Program Grant) - INS