

**TITLE:**                   **MAGNET PROGRAM SPECIALIST**

**QUALIFICATIONS:**   1.     California teaching credential  
                          2.     Three years K-6 classroom experience  
                          3.     Curriculum specialist experience desirable  
                          4.     Experience working in multiethnic environment

**REPORTS TO:**         Principal

**SUPERVISES:**       Staff as assigned

**JOB GOAL:**           To assist school staff in planning, developing and implementing magnet program activities and school's regular instructional program

**PERFORMANCE RESPONSIBILITIES:**

1.     Assists in planning, developing and implementing magnet and regular instructional program activities
2.     Assists in planning, developing and implementing school site inservice programs
3.     Assists in planning, writing and evaluating magnet program activities
4.     Assists teachers in selection of appropriate materials to meet individual student needs
5.     Assists in developing, implementing, coordinating and monitoring magnet program activities master schedule
6.     Assists in assignment of magnet program personnel
7.     Conducts parent-teacher-student conferences as needed
8.     Maintains necessary records and files
9.     Attends meetings as assigned by principal
10.    Performs other related duties as assigned

**TERMS OF EMPLOYMENT:**   Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:**         Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable