

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TEACHER ON ASSIGNMENT – MAGNET/ACADEMY COORDINATOR

DEFINITION

Under the direct supervision of the site administrator, the Magnet/Academy Coordinator will provide leadership, coordination and collaboration in the implementation of programs, aligned with the site Magnet/Academy focus, designed to increase academic achievement.

EXAMPLES OF DUTIES

- Work with site leadership team, to develop schedules and focus for site Magnet/Academy program.
- Analyze student achievement data of site population to identify areas of strength and areas of need, and make recommendations.
- Recruit students for between and beyond the bell programs as well as the instructional staff to teach the programs.
- Communicate with staff, parents, students and district office regarding schedules and programs offered.
- Assist in the development, coordination and delivery of parent involvement and education as related to the site Magnet/Academy focus.
- Communicate and coordinate with local Magnet/Academy and K-8 sites to ensure consistency and program quality alignment.
- Support the social/emotional needs of students participating in the Magnet/Academy program, while ensuring that students have access to a safe school climate necessary for academic and social/emotional growth.
- Work with staff, students, parents, and community to ensure accurate and effective communication regarding the Magnet/Academy focus, programs offered, events, parental involvement opportunities, and other information directly related to the success of the Magnet/Academy program.

QUALIFICATIONS

Knowledge to:

- Special Programs, including but not limited to GATE, ELD, Special Education, socio- economically disadvantaged.
- Principles and practices of parent educational training and development; coaching; methods and techniques.
- Methods to identify training needs, reporting and evaluating student data, results of needs assessments, and analyzing performance problems.
- Effective communication, public and human relations strategies, methods, and techniques.

Ability to:

- Work effectively with administrators, staff, parents, students, and community, and in multi-cultural, bilingual environments to carry out the goals of the Magnet/Academy.
- Work independently with little direction with confidentiality and discretion.
- Meet deadlines.
- Develop goals, objectives, and position resources to meet established goals on time.
- Develop and present effective and efficient presentations.
- Communicate effectively and efficiently both orally and in writing.
- Apply basic program evaluation techniques.

Education:

- Possession of a California Professional Clear Multiple Subject teaching credential and/or Pupil Personnel Services Credential. Certification acknowledging expertise in the field of English Language Development such as CLAD or BCLAD. Meet the requirements of a "Highly Qualified Teacher" under the Federal No Child Left Behind regulations.

Experience:

Minimum of three (3) years successful classroom experience with students holding a Multiple Subject Teaching Credential, and/or three years successful experience with students holding a Pupil Personnel services Credential. Master of Arts, or higher, degree preferred. Completion of or enrollment in program for administrative services credential preferred.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the district's liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

BOARD APPROVED: May 3, 2012