



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director of Magnet Schools

Reports to: Chief Academic Officer
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: EL 4
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: The Director of Magnet Schools will be primarily responsible for the successful implementation of the project including all goals and objectives relating to the purpose of the MSAP. The Director will dedicate time to ensuring successful recruitment and reductions in minority group isolation at the four magnet schools in the MSAP project during the term of the grant's funding. At the end of the funding period, this person's responsibilities will be absorbed by other District personnel.

The Director will manage all phases of a magnet program development and refinement. This will include directing and supporting revision of magnet schools' curricula and developing innovating instructional strategies, assisting advisory committees in development of their magnet themes, marketing the project, designing and implementing student recruitment efforts, monitoring the application process, planning and implementing outreach activities. The Director will be in charge of representing the needs of magnet school principals at each magnet school to provide support, guidance and supervision. Accordingly, the Director will supervise all magnet staff and coordinate activities of the advisory committees. A significant part of the Director's job will be assisting schools and advisory committees in the creation and implementation of whole school improvement plans. The Director will also guide curriculum supervisors in training all magnet strand coordinators. This guidance will facilitate the District reaching its goals for curriculum alignment and will also facilitate magnet teachers becoming experts in the curricula they teach and being able to adjust their teaching strategies to meet the needs of their students.

Minimum Qualifications/Job Requirements:

Education:

- Master's degree in curriculum and instruction, educational leadership, or a related field with a doctorate preferred.
- Certification as an elementary/secondary administrator.

Specialized Knowledge, Licenses, etc:

- The Director of Magnet Schools will be an administrator with successful magnet school experience and experience in the creation of local standards aligned with high state standards, curricula development and alignment with high standards, magnet theme development, teacher training and the creation and implementation of whole school improvement plans that have increased student achievement. The Director will be skilled in collaborating with post-secondary institutions to build a successful K-16 continuum in each magnet high school.
- The Director will possess experience in identifying and meeting specialized needs of racially, ethnically, and economically diverse students. The Director will have also worked as teacher and/or administrator in a racially integrated setting or at least three years. Skills in collaborative decision-making and teamwork will be another essential qualification of the Director. The Director will also be knowledgeable about the importance of input from community, business and parent groups and be committed to improving academic achievement of students attending magnet schools.

Experience:

- Must have experience as a school principal.
- Facilitating articulation with post-secondary institutions for smooth and successful transition.
- Ensuring that all the time of magnet strand coordinators is spent on the activities described in the District's proposal, that project funds are spent appropriately and that all project activities are implemented effectively and on time.

- Ensuring that the project activities are continually focused on promoting desegregation in accordance with the District's desegregation plan.
- Working with members of the Teaching and Learning Division and Area Superintendents to assist magnet school principals in implementing their professional development for the project.
- Working with District's budget analyst assigned to the Project and the Director of Federal Programs to manage all fiscal and budget aspects of the project.
- Working with the Director of Federal Programs and the program evaluators to keep all project records and to file all necessary reports with the United States Department of Education.
- Coordinating all project activities with the Director of Special Education and Director of Diversity and Equality to ensure special education and LEP population are included.