COORDINATOR III – MAGNET SCHOOLS ASSISTANCE PROGRAM PROJECT COORDINATOR

Reference Code: A034
Division: Curriculum and Professional Development
Classification: Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible to implement, monitor, and evaluate the activities of the federal Magnet Schools Assistance Program grant to include fiscal management and oversight of state and federal regulations pertaining to the grant. This position is directly responsible to the Director, Magnet Schools and Career and Technical Academies (CTA) Department, Curriculum and Professional Development Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Assists the project director in overseeing the federal grant implementation.
2. Ensures all federal grant program requirements and activities are effectively monitored and accomplished.
3. Maintains and delivers accurate records and reports, as required and requested.
4. Serves as liaison to the federal grant program magnet school principals and coordinators.
5. Coordinates and monitors the implementation of activities associated with the grant project objectives and performance measures.
6. Provides magnet school services and supports to grant participants, parents, community partners, and Clark County School District personnel.
7. Plans, organizes, and provides unique and specialized curriculum and educational approaches for magnet schools and programs.
8. Plans, develops, and provides professional development and educational programming support for magnet schools.
9. Conducts districtwide parent information meetings to enhance parental awareness, access, and involvement with magnet school programs.
10. Establishes a District magnet advisory board comprised of parents and community members and conducts regular meetings to support the grant project objectives and performance measures.
11. Develops and maintains community partnerships to support and promote magnet school programs.
12. Collaborates with the District grant writing and evaluation team to manage the federal grant program budget and assist with data collection for evaluation purposes.
13. Attends necessary technical assistance conferences/meetings pertaining to the federal grant program and magnet schools.
14. Furthers student integration and educational equity.
15. Promotes school improvement.
16. Performs other duties related to the position, as assigned.

POSITION REQUIREMENTS:
Education and Training:
   An earned master’s degree from an accredited college or university.

Licenses and Certifications:
   Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada school administrative endorsement.
Experience:
1. Previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
2. Successful performance in the position held at time of application.

Preferred Qualifications:
1. Previous or current experience working in a magnet school, CTA, or school with a strong career and technical education (CTE) program.
2. Previous or current grant program implementation and/or evaluation.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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