

# Magnet Program Strategist

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this licensed school-based position will support the implementation of the magnet school program(s) to enhance program features, which improves access and learning for a diverse group of students. This person will be expected to adhere to the Clark County School District's *Professional Domains and Standards for Licensed Employees* and will report directly to the school-based administrator assigned to oversee the magnet program in the school.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Work cooperatively with all staff within the magnet schools to successfully, implement the magnet program theme(s).
2. Assist magnet school administrators and teachers with magnet program curriculum planning, implementation, and evaluation. Serve as a catalyst and coordinate communication about magnet program activities within the magnet school community.
3. Work cooperatively with the Magnet Schools Office to inform the public about the magnet school program(s).
4. Plan, develop, and provide presentations for community to market and promote the magnet school program(s).

5. Develop marketing and recruitment materials designed to attract a diverse population and reach the magnet program, enrollment target.
  6. Monitor magnet application submissions, verification, selection, and enrollment in the magnet school.
  7. Develop, coordinate, and maintain community partnerships and advisory boards to support the magnet school program(s).
  8. Monitor magnet student progress, intervention, and support provided by the school to ensure academic success.
  9. Coordinate magnet program, enrichment activities such as field trips, guest speakers, and volunteering, internship, and job shadowing opportunities.
  10. Collect data, research best practices, and provide resources to assist in strengthening the magnet school program(s).
  11. Maintain well-organized records to support the magnet school program activities.
  12. Follow District magnet program policies and procedures.
  13. Perform other duties, as assigned as they relate to the magnet program(s).
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## **Position Expectations**

1. Knowledge of instructional programs available throughout the District.
  2. Effective communication, collaboration, and interpersonal skills.
  3. Effective skills in planning, organizing, and coordinating activities.
  4. Willingness to maintain a flexible work schedule, which conforms to program needs (includes evenings, Saturdays, summers).
  5. Ability to work cooperatively with District personnel and representatives of community organizations and agencies.
  6. Ability to communicate clearly both verbally and in writing.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Have previously demonstrated at least three (3) years of contracted teaching experience in an accredited K–12 public or private school.

## **Licenses and Certifications**

1. Must possess or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE). Must be certified in a relevant subject area.
2. A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

1. Experience with or demonstrates a strong interest in magnet schools.
2. Experience in working cooperatively with a diverse program staff in carrying out program plans as designed.
3. Knowledge of instructional programs available throughout the District.
4. Knowledge and successful experience working with diverse student populations.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 03/14/23
- Created: 08/11/21