

School District Five of Lexington and Richland Counties
Job Description
JOB TITLE: Magnet Lead Teacher

POSITION: Magnet Lead Teacher
SALARY: District Teacher Salary Schedule/Grant Funded
Days of Work: 190 days

GENERAL STATEMENT OF JOB

Under limited supervision, performs various duties to ensure efficient and effective implementation of MSAP grant activities at the school level. Oversees bookkeeping/clerical work in compliance with federal grant processes; oversees implementation of MSAP grant activities in collaboration with the school principal and MSAP Project Director. Reports to the school principal and MSAP Project Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Magnet Lead Teacher will oversee grant implementation and management and serve as the first point of contact for school staff, parents and community members for information related to recruitment, theme-based programs and instructional strategies at their school. Duties include grant and fiscal reporting, coordination of professional development, and data collection support for the External Evaluator. Magnet Lead Teachers will serve as the school liaison to the MSAP Project Director and work collaboratively with the Central Magnet Office to support outreach and recruitment activities. Magnet Lead Teachers will also have specific content expertise aligned with the school's magnet theme in order to support instructional staff in curriculum development of magnet theme content and instructional strategies required to ensure equitable access of magnet theme instruction to all students, including minority and underrepresented students. Magnet Lead Teachers will also work directly with students on magnet-related instruction.

ESSENTIAL JOB FUNCTIONS:

- Oversees the school's MSAP budget and completes all procurement, purchasing, and fiscal reporting in adherence to federal cost principles and district processes.
- Work with district MSAP Project Director, district Accountability staff, and MSAP external evaluator to ensure effective school data collection, submission, and analysis, including site visits.
- Prepare, complete, and ensure fulfillment of all contracted services to support the school's implementation.
- Coordinate, schedule, and participate in all School Magnet Leadership Team Meetings.
- Participate on the School Improvement Council as a key representative to keep members apprised of magnet activities and seek a diversity of perspectives and input from members related to implementation and sustainability of magnet program.
- Ensure the school facility and grounds reflect and announce the magnet theme.
- Work closely with staff and MSAP Project Director and Evaluator to ensure continuous improvement processes are in place and that interim and annual data are used to refine the program plan.

- Adhere to MSAP, USED, and federal regulations concerning use of federal funds.
- Receives and responds to inquiries from students and parents, as well as community partners and external audiences. Meets with and assists school visitors.
- Submit timely programmatic and fiscal reports to MSAP Project Director, as well as internal and external constituencies as needed.
- Maintains detailed, extensive documentation of MSAP activities and implementation.

ADDITIONAL JOB FUNCTIONS

- Represents school as needed and as assigned by Principal or Project Director.
- Performs additional related duties as required by MSAP Project Director or School Principal.
- Performs routine office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, preparing rooms for meetings and activities, checking/securing doors, etc.

MINIMUM TRAINING AND EXPERIENCE

Each individual selected for the Magnet Lead Teacher position will be required to possess valid Teacher certificate and/or Principal certificate from the S.C. State Board of Education, a bachelor's degree (master's degree preferred) from an accredited university or college. Successful experience in a magnet school environment preferred. Candidates must also have budgetary, procurement, and scheduling experience, and experience facilitating partnerships and extended learning opportunities.

Candidates must be able to understand and apply federal grant laws and regulations. Experience in grants management and project management is preferred.