

**Hernando County School Board
Florida**

FLSA: Exempt, Union

MAGNET SCHOOL COORDINATOR

Required Qualifications:

- Bachelor's degree
- Florida Educator's Certification
- Ability to communicate and work with the community in a public relations capacity
- Ability to work with administration, staff, students and parents in an effective manner

Performance Responsibilities:

- Assist in identifying magnet students
- Provide materials and methods for teaching magnet students
- Assist in reviewing, analyzing and relaying information relative to magnet programs
- Conduct ongoing professional development to educate school staff and parents on current best practices relating to magnet programs
- Assure that parents are informed of students' progress through continuous communication
- Hold Magnet training for all staff members during preschool
- Place students in Magnet programs
- Order and obtain all necessary supplies for Magnet programs
- Solicit donations and create business partnerships to support the Magnet School Program
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

51090

Board Approved: 07/28/09

Revised: 05/17/11