

Phoenix Union High School District No. 210  
4502 North Central Avenue  
Phoenix, Arizona 85012

*Equal Opportunity Employer*

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<b>POSITION TITLE:</b>	Magnet School Program Manager	<b>DIVISION:</b>	Instruction
<b>WORK YEAR:</b>	9 Months	<b>DEPARTMENT:</b>	Magnet
<b>LOCATION:</b>	Any Magnet	<b>SALARY SCHEDULE:</b>	Teachers

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**GENERAL STATEMENT OF RESPONSIBILITIES:**

**The Magnet School Program Manager will act as liaison between unit/district level administration and magnet program personnel. The responsibilities will include budget, curriculum, personnel, facilities, equipment, material, and public relation management functions relative to the unit program.**

**MAJOR DUTIES:**

1. Direct development and modification of curriculum.
2. Participate in staff selection.
3. Assist in staff evaluation when requested by the unit principal.
4. Act as liaison with internal and external groups including advisory committees.
5. Submit annual program budget proposal.
6. Oversee, in accordance with district regulations, the expenditure of program budget.
7. Instruct magnet classes as assigned.
8. Formulate long-range goals and projections for the magnet programs.
9. Assist in the selection, repair, availability and security of facilities, equipment, and materials in the program.
10. Help plan for and implement student recruitment.

**POSITION TITLE:**

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**QUALIFICATIONS:**

1. Bachelor's Degree in Education.
2. Arizona Secondary Certificate.
3. Three years experience teaching in the area of emphasis of the magnet, or equivalent experience.

**SUPERVISION RECEIVED:**

**Principal - Magnet Facilitator**

**SUPERVISION GIVEN:**

**Magnet Staff**

<b>PREPARED BY:</b> MC	<b>REVIEWED BY:</b> JTL	<b>REVIEWED BY:</b> TNS	<b>JOB NUMBER:</b> 2049	<b>EFFECTIVE DATE:</b> 01/02/90
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