

**Office of School Innovation and Choice, Magnet School Programs
San Diego Unified School District**

The magnet coordinator position has five interdependent, main functions:

I. Recruitment of students and Publicity for the school

- Evaluate promotional materials; update where needed; create additional materials to supplement what is already available for the site.
- Cultivate community resources; develop and utilize community partnerships.
- Involve parents, teachers, staff and community members in recruitment activities.
- Offer monthly school tours and newsletters.
- Develop annual articulation meeting to assist students and their parents in knowing their choice options at the middle or high school level.
- Enlist marketing support as needed.
- Identify your feeder and target school areas and develop contacts in those areas.
- Mail merge flyers and letters home and throughout the community
- Develop contacts at the college/university level and within the business community.
- Publicize your magnet program and your school, both internally and externally.
- Acknowledge and publicize success of students, faculty and program.
- Update webpage as needed.

II. Innovative Curriculum

Theme: _____

How will the magnet program offered at this site provide all students the opportunity to meet challenging state standards and academic achievement?

How will the magnet program offered at this site assist in closing the achievement gap?

Develop and document approved Magnet School Plan for district approval and yearly updates.

- Pedagogy
 - Primary grades:
 - Upper elementary grades:
- Stay current in all curricular areas. (The MRT is the generalist who must be familiar with all curricular areas and the magnet program specialist who has mastery knowledge in the magnet theme. The MRT's area of mastery is the craft of teaching and the magnet program at the school.)
- Empower teachers to use a variety of instructional methods to deliver curricula.
- Assist the principal and curriculum team in making clear and consistent decisions about incorporating theme into the school environment with purposeful planning.
- Establish vertical planning between grade levels along subject lines both with your school and with the articulation school.
- Establish relationship with the staff; become a curriculum writer, as well as a co-teacher; model inclusion of magnet theme into instructional delivery.
- Identify resources, especially for teachers facing new curricula.
- Identify websites, texts, and guest speakers to assist teachers.
- Document program through electronic and hard copy magnet curriculum mapping or scope and sequence available to all staff members, principal and the Magnet Programs Office.

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- Magnet program offered at this site improves student achievement

III. Staff Development

- Set magnet program priorities with principal.
- Establish staff development and curriculum writing budget with Principal.
- Identify the area(s) that offer(s) the most concern for teachers and parents and utilize the strengths of the staff, Magnet Programs Office and other SDUSD offices to address the concern. (Tap into resources available within the district.)
- Determine if the staff's professional development needs will be best met in whole school or small group settings; on-campus or off-campus; choice or mandatory. (Usually a combination of each of these provides the most effective staff development opportunities.)
- Complete paperwork to ensure that staff receives CEUs if applicable.

IV. Program Management (Program Oversight, Fiscal Management; and Administrative Management)

- Determine with the principal, the Magnet Resource Teacher's (MRT) role within the school's infrastructure, availability to staff and students, and then communicate your responsibilities to all stakeholders.
- Develop annual magnet budget with principal.
- Complete necessary school and Magnet School Programs district reports including Enrollment Options List dispositions, racial/ethnic classroom balances, and other reports as needed utilizing data collection through Zangle.
- Make certain staff know how to access the MRT.
- Attend community functions as needed to assist the school's magnet program.
- Develop a rapport with the district Magnet Programs Office.
- Suggest ways for your administration and the Magnet Programs Office to visibly support the magnet programs.
- Create and manage a recognition/celebration/share time during staff meetings for faculty members who are incorporating the magnet program.
- Prioritize tasks, never losing sight of the magnet program.

V. Transportation

- Serve as liaison between the school and parents busing their children to the school including positive support notes as to how well a student is doing in a particular subject area.
- Meet with Transportation Department to set up the beginning of school bus schedule.
- Assist site support in transportation queries and scheduling during the school year.
- Set up evening transportation as needed for parents and their students to attend after school hours family workshops and activities at school site. (Free if set up at least 3 weeks in advance of activity.)