

JOB ADVERTISEMENT – MAGNET LEAD TEACHER FOR AGRISCIENCE/ENGINEERING

A magnet lead teacher position exists for the Agriscience/Engineering program.

The deadline for submitting applications is Friday, June 18, 2010. Interviews will be held shortly thereafter.

Contact: Ms. Adrienne F. Leal, Principal
305-232-2044
Coral Reef Senior High School

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| 1. | Job Title: | Magnet Program/School Lead Teacher |
| 2. | Immediate Supervisor: | School Principal |
| 3. | Pay Grade: | 10 month plus additional summer employment as needed/available |
| 4. | Position Authorized: | UTD Contract Appendix E |

I. OCCUPATIONAL SUMMARY

Assists school principal and assistant principals with the implementation of the Agriscience/Engineering program and the recruitment of students. Provides instructional leadership in the design, development, and implementation of the Agriscience/Engineering program.

II. EXAMPLE OF DUTIES

A. Recruitment

1. Organizes and disseminates information to students, parents, community, and schools for the purpose of recruiting students.
2. Monitors diversity within magnet program/school through the recruitment, screening, and selection of student candidates.
3. Establishes and implements schedules and activities for school visits, magnet fairs, and advisory committees.

B. Outreach Activities

1. Develops and maintains on-going relationships with print and TV media through advertisement and recruitment materials.
2. Acts as liaison between magnet program, other schools, and community.
3. Supports and monitors programs providing opportunities for students to participate in mentorships and other experiences pertinent to the unique curriculum of the magnet.
4. Develops and coordinates the work of the theme-specific magnet with appropriate support organizations.

C. Curriculum

1. Designs, develops, and implements curriculum; demonstrates recommended teaching strategies and models lessons.
2. Monitors program's curriculum through formal and informal assessment tools.
3. Locates and schedules field trips appropriate to curriculum, identifies materials, and maintains school-site labs and equipment.
4. Coordinates community resources related to the magnet program.

D. Staff Development

1. Coordinates inservice training opportunities and meetings needed to inform/update magnet staff.
2. Assists in identification of appropriate personnel qualified to teach unique magnet curriculum.
3. Plans workshops to utilize unique community resources and Teacher Education Center (TEC) services.

E. Program Implementation and Monitoring

1. Monitors program's operation on a day-to-day basis, e.g., magnet transportation, purchase requisitions, budget expenditures, school/home contacts.
2. Assists school staff in resolving student behavior problems as necessary.
3. Monitors interim progress reports and grades in order to track student progress and provide for individual student educational needs.
4. Identifies and completes job targets as mutually agreed upon with the administration.

F. Additional Responsibilities

1. Prepares reports and makes presentations as required/requested.
2. Works with region and district to implement program reviews.
3. Locates and prepares grant proposals.
4. Performs other duties as assigned.

III. MINIMUM QUALIFICATIONS

- A. Applicant must hold a valid Florida Teaching Certificate.
- B. Applicant must be eligible for professional services (at least three years Miami-Dade County Public Schools experience) or a continuing contract, beginning in the 2007-2008 school year.
- C. A master's degree is preferred.
- D. Applicant must be willing to transfer to the assigned school.

IV. PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors and outdoors and requires in-county travel.

V. APPLICATION PROCEDURE

Please submit the following information as part of the application process:

- A. Cover letter;
- B. A resume;
- C. A copy of the current Florida Teaching Certificate;
- D. A copy of the past three years annual evaluations; and
- E. A letter of recommendation from the current principal or supervisor.

Application packet must be submitted as indicated below:

School Mail Code: 7101 - Coral Reef Senior High School

US Mail: 10101 SW 152 Street
Miami, Florida 33157

ATTENTION: Ms. Adrienne F. Leal, Principal

Application packets must be received by Friday, June 18, 2010. Applicants may opt to hand-deliver the application packet to the location. Questions pertaining to this job announcement may be directed to the contact person listed at the beginning of this announcement.

CG:msm