



Fayette County Public Schools, KY

JOB DESCRIPTION – MSAP Magnet Project Director

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

Magnet Schools Assistance Program (MSAP) Project Director

Job Class Code: TBD	Position Type: Salaried
Job Type: Administrative - Certified	Pay Grade: Salary calculations are based on verified education and related experience levels Administrative additive level: 10
Reports To: Superintendent's Designee	Supervises: N/A or Assigned Staff

JOB SUMMARY

Serves as an educational leader, supervisor, appraiser, and interpreter of MSAP grant programming and, over time, will focus on scaling-revising, and expanding magnet programming in FCPS. Is responsible for delegating responsibilities as needed to key personnel, including those funded by MSAP grant.

ESSENTIAL JOB FUNCTIONS

- Oversees MSAP Grant implementation.
- Ensures that MSAP grant programming aligns with the district's strategic plan, as well as the MSAP implementation guidelines.
- Prepares and oversees MSAP budgets.
- Compiles and maintains accurate records with regard to the overall magnet program operations, including enrollment, budget expenditures, funded programs, etc.
- Submits required budgetary and programmatic documentation, including amendments and quarterly reports.
- Serves as the primary point of contact for USDOE officials/program officers.
- Oversees grant evaluation in collaboration with the grant-funded evaluator
- Establishes and communicates MSAP grant timelines to building leaders. ensures compliance with MSAP grant timelines.
- Supervises and evaluates the performance of assigned personnel, including grant project staff.



Fayette County Public Schools, KY

JOB DESCRIPTION – MSAP Magnet Project Director

- Facilitates collaboration and coordination across schools and departments to ensure that necessary resources are accessible to the MSAP and all magnet schools.
- Collaborates with other MSAP awardees to innovate and improve the program.
- Engages external partners and organizations to achieve MSAP goals, and to develop community-centered programs.
- Plans and coordinates professional learning for MSAP building and district leaders, including the implementation of a magnet leadership cohort model.
- Evaluates magnet programming/thematic content, revising/improving as needed.
- Reviews evaluates, and revises marketing and recruitment strategies for magnet programming.
- Reviews enrollment and evaluation data to assess program performance and develops plans.
- Prepares reports and briefings for Cabinet Members, Superintendents, and the Board of Education.
- Identifies opportunities to expand magnet programming in FCPS, including potential funding streams to scale-up and/or revise programming.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

KNOWLEDGE AND ABILITIES

- Has robust domain-specific knowledge related to school improvement, evidence-based practices, and curriculum design.
- Has knowledge of Kentucky Academic Standards and assessments.
- Has knowledge of state and national trends in education policy and innovation.
- Has knowledge of principles-guidelines-goals-of MSAP grant and a commitment to achieving MSAP grant objectives—including those related to equitable schools.
- Has successful leadership experience, including effective management of human, physical, and fiscal resources.
- Has successfully designed, implemented, and sustained innovative programming.
- Communicates effectively.
- Delegates responsibility and coordinates resources-services
- Has experience developing and managing budgets, budget procurement, and financial reporting



Fayette County Public Schools, KY

JOB DESCRIPTION – MSAP Magnet Project Director

QUALIFICATIONS

Education and Experience:

- Master's Degree in curriculum, administration, or other related fields (required)
- Must have ten (10) years of successful experience in a certified role at the school and/or the district level. (preferred)
- At least five (5) years of successful leadership experience as a certified administrator at the school or district level. (preferred)
- Experience working in or in collaboration with magnet schools/programs (preferred)
- Experience with prior state or federal grants (preferred)

Licenses or Certifications:

- Valid Kentucky Teaching Certification (required)
- Valid Kentucky Certification as Principal (required)

Special Requirements:

None.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

The Fayette County Board of Education is an Equal Opportunity Employer. The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age or disabling condition or limitations related to pregnancy, childbirth, or related medical conditions.

Job Description Creation Date:	10/2024
--------------------------------	---------