

LOPEZ ISLAND SCHOOL DISTRICT NO. 144
86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212
STIPEND ANNOUNCEMENT

“Highly Capable Coordinator”
2022-2023

POSTING: 22/23-08

Announcement Date: September 7th, 2022
Applications Screened: Position open until filled
Responsible to: Secondary Principal

Description of Position: This position is responsible for providing leadership of the Special Service Program for Highly Capable (HC) students, grades K-12, in the Lopez Island School District. Position objectives include overseeing district services for K-12 HC students, and researching, evaluating and implementing contemporary techniques and best practices. As a specialist, provide leadership in the development, articulation, and implementation of differentiation instructional models that support exemplary HC continuum of services. The Coordinator builds successful working relationships through communication and collaboration opportunities for parents, staff and community.

Specific Responsibilities:

- Provides time for targeted instruction during PACK or before/after school.
- Provides coordination and expertise to facilitate accelerated learning and enhanced K-12 instruction across a continuum of services to meet the exceptional needs of identified HC students.
- Supports collaboration between school administration, staff and parents for the purpose of maintaining effective, consistent and regular communication between all stakeholders.
- Support and maintain LISD HC district website for community access.
- Submits appropriate reports to school board, administrators, staff, parents and community.
- Monitors policies and procedures.
- Crafts and submits the required annual OSPI HC District Plan.
- Participates in the development of any and all state & federal funding opportunities (iGrant, etc.).
- Recommends budgetary needs and assists in budget preparation.
- Assists staff in developing specialized learning activities for students to include cluster grouping, pull-out programs, self-contained programs, cross grade offerings, out of level offerings, internship, independent projects, dual enrollment options, etc.
- Confers, counsels, trains and assists site administrators and school staff regarding HC eligibility procedures and compliance requirements.
- Works to ensure that the appropriate menu of services is identified and implemented for K-12 students.
- Attends local and state trainings, workshops, conferences related to HC current practices and research.
- Establishes and oversees the scheduling of the nomination process and identification procedures.
- Monitors the assessment process.
- Coordinates with the K-12 Counselor and principals.
- Maintains timely and accurate communication disseminated to district staff and community.
- Coordinates with the LISD public relations director.

Additional Responsibilities & Qualifications:

- Consults with the building principal, the building leadership team and/or grade-level PLCs on a regular basis for the purpose of supporting professional growth and implementation of differentiation best practices for HC students.
- Works with members of the instructional staff and student support services to identify and plan for ongoing professional development for the purpose of supporting best practices in HC educational services.
- Provide appropriate training and orientation for instructional staff (principal, classroom teacher, counselor, ELL support and Special Education) in the development of the individual HC Student Learning Plan.
- Assists other personnel as required for the purpose of supporting them in the completion of their work activities.
- Prior job-related experience with Highly Capable program, differentiation, and staff coaching preferred.

Salary: \$3000 stipend.

Application Procedures:

Current employees should submit a letter indicating interest, including the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Please send your original application packet to:

Summer Hagge, Human Resources
Lopez Island School District
86 School Rd
Lopez Island, WA 98261
Phone: 360.468.2202 ext. 2303
FAX: 360.468.2212
hr@lopezislandschool.org
www.lopezislandschool.org

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification or background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Edward Murray –

emurray@lopezislandschool.org, Title IX Coordinator, Summer Hagge - shagge@lopezislandschool.org, Section 504 Academic Case Manager, Jeanna Carter – jcarter@lopezislandschool.org, Section 504 Health Care Case Manager, Will Sanford, RN – wsanford@lopezislandschool.org OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.