



**COORDINATOR, GIFTED PROGRAMS**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director K-12 and Gifted Programs, the position is responsible for assisting the director in supervising and managing the delivery of the Gifted Program.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Communicate the Office of K-12 and Gifted Programs' vision, mission and goals to all stakeholders.
- Assist with overseeing and maintaining the day-to-day operation of the Gifted Program.
- Coordinate plans for program improvement that align to the school division's strategic plan.
- Coordinate the gathering, selecting, and analysis of data with respect to the Gifted Program.
- Oversee the implementation of professional learning for the Gifted resource and Gifted cluster teachers.
- Oversee the development of the Gifted curriculum.
- Observe Gifted resource teachers as they work with teachers and provide classroom instruction and provide follow-up discussion and coaching to improve practice.
- Market the Gifted programs to students, parents, and the community.
- Communicate the purpose, goals, and accomplishments of the Gifted and academy programs to colleges, universities, potential employers, and the community.
- Assume the responsibility for ordering and distributing instructional materials to the teachers in the program.
- Provide input in the recruitment, screening, hiring, and training of Gifted Program staff.
- Support Gifted resource teachers in the handling of instructional problems and serves as a resource person on curriculum questions.
- Assist with the application and selection process of students for Old Donation Center.
- Assist in the formation of program handbooks and student information sheets and forms.
- Maintain a close working relationship with community and area businesses and organizations.
- Provide orientation and in-service training programs for new gifted resource teachers.
- Attend relevant school, district, and other professional meetings.
- Keep informed on education innovations and trends as they relate to the instructional area.
- Recommend needs for inclusion in Gifted budget.
- Assist the director with supervising records of expenditures for the Office of Gifted Education.
- Conduct research and write grants to secure additional funding for the Gifted Program.
- Perform other duties as assigned by the director.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of area specialty; ability to develop and present ideas effectively, orally, and in written form; ability to establish and maintain effective working relationships with school principals, associates and the general public.

**EDUCATION AND EXPERIENCE**

**Required:** Master's Degree in education administration with a postgraduate professional license with endorsements in Administration & Supervision PreK-12, and Gifted Education. Must have considerable teaching experience.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.