

COORDINATOR, GIFTED PROGRAMS

GENERAL RESPONSIBILITIES

The position is responsible for assisting the Director of Gifted Education and Academy Programs in supervising and managing the delivery of the Academy Programs.

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 Gifted Education and Academy Programs' vision, mission and goals to all stakeholders.
- Assist with overseeing and maintaining the day-to-day operation of the gifted program.
- 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.
- Oversee the development of the gifted curriculum.
- Assume the responsibility for ordering and distributing instructional materials to the teachers in the program.
- Oversee the implementation of the staff development program for the gifted resource and gifted cluster teachers.
- Provide input in the recruitment, screening, hiring, and training of gifted program personnel.
- Provide orientation and in-service training programs for new gifted resource teachers.
- Assist gifted resource teachers in the handling of instructional problems and serve as a resource person on curriculum questions.
- Make classroom visitations of gifted resource teachers and provides follow-up consultation.
- Assist with the application and selection process of students for Old Donation Center and Kemps Landing Magnet School.
- 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.
- 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 the Office of Gifted Education and Academy Programs budget.

- Assist the Director of Gifted Education and Academy Programs on supervising records of expenditures for the Office of Gifted Education and Academy Programs.
- Coordinate the gathering, selecting, and analysis of data with respect to the gifted program.
- Conduct research and write grants to secure additional funding for the gifted program.
- Perform related work as required and as assigned by the Director of Gifted Education and Academy Programs and/or Associate Superintendent of Curriculum and Instruction.

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

Endorsed in gifted education. Master's Degree in education administration and considerable teaching experience. Certification in Instructional Supervision and Administration. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

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

SPECIAL REQUIREMENTS

None.

FLSA status: Exempt	Description: Rev. 4/05
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