



Gifted and Talented Program Coordinator Job Description

General Definition of Work

Work cooperatively with district leadership and staff to develop, implement and direct a leveled-services model for gifted and talented services which is research-based. This includes but is not limited to guiding teachers in best practices of instructional differentiation; Total School Cluster Grouping; enrichment activities; advanced readiness grouping with appropriate curriculum materials; direct instruction for formally identified students; and other acceleration as necessary.

Education and Experience

- Bachelor's Degree
- Master's Degree
- Gifted and Talented Certificate or Endorsement



Essential Job Functions

Knowledge & Pedagogy

- Has knowledge and understanding of the cognitive, social, and emotional characteristics, needs, and problems found in gifted students as a result of their atypical mental development.

District / Professional Leadership

- Remain informed of most current research related to gifted students and programming through courses, networking, reading and conference attendance.
- Ensure compliance with state/federal requirements of gifted programming
- Manage the gifted program budget and where necessary, presents the case for funding increases or adjustments; acquires resources and manages their use and storage
- Regularly review district programming and set goals for improvement

Identification Process

- Coordinate the formal gifted and talented identification process ensuring it is holistic, multi-faceted, consistent with best practice, and committee-driven
- Update the identification process as needed in alignment with current research
- Make recommendations for students about class placement, acceleration, and send-out services

Collaboration

- Assist teachers with development of gifted curriculum in grades K-12, for all content areas
- Serve as a resource for classroom teachers; providing support and ideas to ensure appropriate educational experiences for the gifted student in the regular classroom (May include co-planning, doing a classroom observation, modeling a technique, working with small groups in the classroom, etc.)
- Find, order, and organize materials that can be appropriately used with gifted students by classroom teachers.
- Work with classroom teachers to plan and develop instruction in higher level thinking skills and problem solving skills for all students, leading activities when time allows

Staff Development

- Provide training to develop instructional skills necessary to meet the needs of the gifted in the regular classroom
- Plan follow-up training for staff involved in professional development on gifted education
- Work with district staff to ensure material relating to gifted learners is part of on-going training
- Inform staff of available conferences and encourage attendance

Instructional Responsibilities

- Develop and implement a curriculum for gifted students, to be used during building intervention periods. Ensure activities follow program goals and have appropriate academic challenge.
- Create a classroom environment in which gifted students can use their strengths, explore their personal and interpersonal development, risk new areas of thought and action, and be challenged on a consistent basis

Communication

- Communicate effectively with other staff members, district specialists and administrators.
- Keep district leadership well informed about the status of gifted programming, achievements, and any emerging needs
- Communicate to parents regarding gifted and talented identification and programming for students
- Maintain a school website with sections for students, parents and teachers

Other Responsibilities

- Perform any and all other duties as prescribed by the District Administrator