

SCHOOL DISTRICT OF ALTOONA

TITLE: Coordinator of Talented and Gifted Students

JOB ANALYSIS: The K-12 Gifted and Talented Education Coordinator is responsible for developing, implementing, and continuously evaluating/improving an exemplary Gifted and Talented program. He or she shall develop and coordinate ongoing district-wide staff development programming in the areas of differentiation and Gifted and Talented education.

REPORTS TO: District Administrator

COORDINATES WITH: Teaching staff, administration, curriculum director, school counselors, school psychologist, parents, volunteers, students

PERFORMANCE RESPONSIBILITIES:

- Creates, revises, and updates a Gifted and Talented Education Program Plan based on latest trends and development in gifted education.
- Develops, implements, and communicates research-based procedures for identifying gifted and talented students.
- Establishes and promotes ongoing communication and collaboration with teaching staff, administration, counselors, school psychologist, and parents.
- Provides coordination and expertise to ensure systematic and continuous Pre-K to 12 programming and flexibility in curriculum planning for the exceptional needs of gifted students.
- Assists staff in developing specialized learning activities for students who have needs beyond differentiation in the classroom curriculum. Activities may include, but are not limited to cluster grouping, pull-out programs, cross-grade offerings, on-line programs, college courses, independent projects, internships, etc.
- Develops and implements an ongoing staff development plan related to differentiation and Gifted and Talented programming.
- Keeps abreast of most current trends and research in Gifted and Talented education. Ensures state statutes and district policy regarding Gifted education are being met. Attends appropriate meetings, conferences, conventions, etc.
- Collects, analyzes and evaluates student data. Develops and maintains process for student progress monitoring, program evaluation, and continuous improvement for gifted learners. Maintains a record of parental and staff communications.
- Assumes a leadership role in all activities associated with Gifted and Talented education.

Coordinator of Talented and Gifted Students – Page 2

- Develops and coordinates public relations efforts, special projects, and events related to Gifted and Talented education.
- Develops and maintains a program budget. Budgets and manages expenditures necessary to Gifted and Talented programming.
- Performs other tasks and accepts other responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative support staff.

TERMS OF EMPLOYMENT: 198 days; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

Requirements:

1. Valid State of Wisconsin Teacher's license
2. Working toward Gifted and Talented Coordinator license or willing to pursue and acquire licensure within three years of hire
3. At least three years of successful classroom teaching experience
4. Outstanding interpersonal skills to deal courteously and effectively with students, parents, teachers, administrators, and the public

Strongly preferred:

1. Experience working in or supervising a Gifted and Talented program
2. Experience working with children in the differentiated teaching environment