



JOB DESCRIPTION

Job Title	Gifted and Talented Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	204 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Gifted and Talented Coordinator is responsible for providing leadership in the area of gifted and talented education. Position objectives include implementing the district Gifted and Talented Program Plan; studying, evaluating, and implementing innovative techniques and methods; providing leadership in the development, articulation, and implementation of an exemplary gifted and talented program, improving the program through evaluation; and developing and coordinating the district-wide staff development program for gifted and talented education.

Essential Job Functions

- Provides coordination and expertise to ensure systematic and continuous PreK-12 programming.
- Develops and implements an ongoing staff development plan in collaboration with Teaching & Learning department.
- Submits appropriate reports to school board, administration, staff, parents, and community. Communicates on an ongoing basis with these groups.
- Authorizes information options of all exceptional needs of gifted students (differentiated educational plans (DEPs)).
- Develops and implements research-based procedures for identifying gifted and talented students.
- Remains current on latest research and development in gifted education.
- Works with members of the Gifted and Talented Department in developing and implementing program expectations and staff development.
- Establishes and promotes communication and collaboration with the Teaching and Learning Department, administration, staff, and parents.
- Revises and updates Gifted Education Program based on evaluation results and latest developments in gifted education.
- Develops and coordinates public relations efforts.

- Develops and maintains program budget.
- Authorizes the information options of all differentiated Educational Plans (DEPs).
- Assist staff in developing specialized learning activities for students who have needs beyond the classroom curriculum to include' cluster grouping, pull-out programs, cross grade offerings, out of level offerings, college courses, internship, independent projects, etc.

Ancillary Job Functions

- May chair a parent advisory committee.
- Attends meetings, conferences, conventions, etc.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin state Teaching certification
- Experience working in or supervising an established gifted and talented program.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Curriculum background and experience

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Good understanding of curriculum and elementary/secondary education goals and objectives.
- Outstanding writing and public speaking skills.
- Organizational and planning abilities.
- Ability to work effectively with individuals and groups.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to drive to other locations.