

**BOARD OF EDUCATION
JOB DESCRIPTION**

LOCATOR INDEX: 615

Title: Gifted Coordinator/Gifted Intervention Specialist

Reports to: Director of Curriculum and Instruction

FLSA Status: Exempt

Description: The Gifted Coordinator/Gifted Intervention Specialist is a combined role responsible for the coordination and delivery of gifted services across the district. As the Coordinator, this individual manages the mandated identification processes for grades K-12, works to develop the required programming, and provides guidance/support to administration, staff and parents. As the Gifted Intervention Specialist, this position implements the identified curriculum and programs to ensure identified students are actively engaged in the enriched learning environment.

Minimum Requirements:

- Bachelor's degree in education or related field
- Possesses appropriate State of Ohio teaching certifications/license. K-8 or K-12 Teaching License with Gifted Intervention Specialist Endorsement
- Record free of criminal violations that would prohibit public school employment
- Compliance with drug-free workplace rules and board policies
- Expertise in the identification and use of educational options and curricular materials that address the educational needs of program participants
- Prior teaching experience required; previous experience with gifted programs preferred
- Valid driver's license and reliable transportation is required

Responsibilities

The Gifted Coordinator/Gifted Intervention Specialist is a combined role responsible for the coordination and delivery of gifted services across the district

Gifted Coordinator Responsibilities (Approximately 40%)

- Exhibits knowledge of Ohio's Operating Standards for Identifying and Serving Gifted Students.
- Assists school personnel in the development, appropriate dissemination, evaluation, and revisions of written education plans for gifted students.
- Assists school personnel in the development, appropriate dissemination, evaluation, and revisions of written acceleration plans for gifted students.
- Insures that annual EMIS data is entered accurately and works with district EMIS coordinator as necessary.
- Understands where to access information about gifted funding on the PASS form.
- Monitors compliance with laws regarding gifted funding for the district.
- Participates in the audit process as requested by the Ohio Department of Education (ODE).
- Completes the Self-Report annually by July 15.
- Maintains a SAFE account.
- Coordinates with designated district staff member responsible for Ohio Education Directory System (OEDS) to insure accuracy of OEDS information

Identification

- Guides the development of the district identification plan; reviews and submits revisions as needed.
- Develops and coordinates the identification process (including whole-grade screening, individual referrals, and arranging for appropriate professional/private space for individual testing).
- Assures that students from under-represented groups are included as equal participants in the identification process.
- Monitors student transfers and requests for assessment.
- Notifies stakeholders regarding access to referral forms and parent brochures.
- Notifies parents about identification status within 30 days of receipt of results.

Curriculum and Instruction

- Incorporates findings of current research and best practices into curriculum development and classroom instruction.
- Consults with school personnel regarding methods for developing and adapting curriculum, materials, and teaching strategies for gifted learners.
- Guides school personnel in improving the academic progress of gifted students in the district.
- Works with school leadership to promote advanced course offerings for gifted students.
- Attends IEP meetings for twice-exceptional students.
- Works with district test coordinator and EMIS coordinator regarding testing requirements for accelerated students.
- Monitors the academic progress of gifted students in the district through the use of all available data (e.g., value-added data).
- Guides school personnel in the ongoing design evaluation of the effectiveness of gifted education services, including input from parents of students who are gifted.
- Follows Ohio Administrative Code regarding test security.

Gifted Intervention Specialist Responsibilities (Approximately 60%)

- Prepares the assigned classroom and requisitions supplies/equipment as needed
- Develops written lesson plans that incorporate the goals and objectives of the gifted curriculum/program and ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes
- Teaches scheduled classes, documents performance objectives and engages with students to provide effective learning experiences
- Implements effective pupil management procedures and maintains a high code of conduct
- Develops and maintains a positive learning environment to stimulate student interest; works with parents and staff to understand academic objectives
- Evaluates the needs of students based on all information available; varies teaching techniques to address individual learning styles
- Proctors standardized and alternative tests as directed
- Maintains accurate records and meets mandated deadlines for required paperwork
- Evaluates student achievement/performance and assigns grades; prepares progress reports and consults with parents as needed
- Supervises non-classroom activities (i.e., field trips, student training experiences, etc.)
- Participates in staff meetings, professional development, conferences and other required program activities as required

Adoption Date: _____