

*OXNARD UNION HIGH SCHOOL DISTRICT*

**SCHOOL GATE PROGRAM FACILITATOR**

**BRIEF DESCRIPTION OF POSITION:**

Under the supervision of the Principal, or designee, the School GATE Program Facilitator is responsible for the planning and coordination necessary to institute a GATE Program at the student's school site.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Initiates, coordinates and participates in GATE student identification activities.
  - screen TAP test results
  - DCAT administration
  - screens for prior district identification
  - solicits referrals from teachers
  - solicits minority referrals
  - sets up and co-conducts identification committee meetings
  - completes necessary parent communications related to the identification process
- b. Assists in the coordination and delivery of services for identified GATE students.
- c. Assists teachers in program implementation and instructional activities, including mandated instructional elements and activities provided by exemplary GATE Programs.
- d. Assists teachers in selecting appropriate instructional materials and resources for GATE activities.
- e. Performs advisory functions to GATE students, such as encouraging participation in program activities and college admissions testing.
- f. Develops and facilitates the utilization of community resources for GATE students and teachers, such as field trips, on-site seminars or speak programs, and mentorship or career-shadowing activities for students.
- g. Maintains an accurate inventory of GATE-purchased materials and equipment.
- h. Assists in developing, writing and revising site GATE plans.
- i. Assists in the selection and dissemination of research information relating to secondary GATE students.
- j. Assists in various GATE parent communication efforts, including site and district advisory committees.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

**STIPEND:** \$2,000

Approved: 6-11-86

Updated: 7-97