

POSITION TITLE: Instructional Specialist - Programs for the Gifted

QUALIFICATIONS: Postgraduate Professional License with an endorsement in gifted education and five years successful experience as a teacher or a specialist working with gifted students required. Demonstrated comprehensive knowledge of teaching techniques, instructional materials and current trends in education. Understanding of the knowledge, skills and processes of education as defined in the Virginia Standards of Learning (SOL). Understanding of the basic content knowledge needed to teach and administrate a program for gifted students. Understanding of the knowledge, skills and processes for teaching gifted students. Understanding of and proficiency in grammar, usage, and mechanics and their integration in writing. Ability to establish and maintain effective oral and written communication and working relationships with program teachers, specialists, school administration, staff, central office staff and members of the community. Demonstrated the ability to work in a cooperative and collaborative manner with the Gifted Advisory Board. Ability to compose and present reports effectively, and give visually appealing presentations using multi-media technology.

PERFORMANCE EXPECTATIONS: Supervises the planning, organization, implementation and evaluation of elementary and secondary programs for students identified as gifted. Supervises student screening/identification procedures and the maintenance of student records at all grade levels in accordance with state regulations. Assigns, assists and evaluates instructional SPACE personnel in all elementary and middle schools; conducts staff meetings and in-service training of SPACE staff; and interviews and trains new staff. Organizes and manages special projects such as, the City-wide Spelling Bee, and Mind Games competitions for elementary and middle schools. Manages the application processes for the MathScience Innovation Center for elementary, middle and high schools, Summer Regional Governor's School for middle school students, Summer Residential Governor's School for high school students, the Maggie L. Walker Governor's School, Appomattox Regional Governor's School, the International Baccalaureate Middle Years Programme for grades 6 and 9. Monitors and oversees the evaluation of the IB-MYP and IB Diploma Programmes and reports to central administration and School Board as needed. Maintains an Advisory Committee for Programs for Gifted made up of parents, educators, and community members. Coordinates the SPACE program (Special Program for Academic and Creative Excellence) that provides pullout service to elementary and middle school students. Monitors and evaluates the SPACE program. Maintains records in accordance with state regulations. Selects, assigns, supervises, and conducts annual evaluation of personnel (Launching Pad teachers, SPACE teachers and office associate). Develops curriculum for the Launching Pad and SPACE programs. Manages budgets, which includes purchasing materials and supplies, and staff development, for the IB-Middle Years Programme, IB Diploma Programme, and SPACE programs. Coordinates the division plan for gifted education for submission to Virginia Department of Education and approval by the School Board. Develops newsletters and brochures regarding education of the gifted students. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work working with programs for gifted students. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging

ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Curriculum and Instruction

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt