

POSITION TITLE: Coordinator of Gifted and Talented

QUALIFICATIONS: Master's degree required. Postgraduate Professional Certificate and at least five years successful teaching experience with at least three years of teaching gifted students. 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 administer 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 communication and working relationships with program teachers, specialists, school administration and staff, central office staff and members of the community. Demonstrated ability to work in a cooperative and collaborative manner with the Gifted Advisory Board. Ability to compose and present reports and effective, visually appealing presentations using multimedia 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 (the Special Program for Academic and Creative Excellence) personnel in all elementary and middle schools; plans and conducts staff meetings for SPACE staff and in-service training for SPACE and school-based staff; and interviews and trains new staff. Plans, organizes, and manages special projects such as gifted programs in summer school for elementary and middle school students, the City-wide Spelling Bee, and Mind Games competitions for grades 2-5 and middle school, and other special programs as needed. Maintains an Advisory Committee for Programs for Gifted made up of parents, educators, and community members. Coordinates design for SPACE that provides pull-out and/or push-in services to 700 elementary students (grades 2-5) and elective classes for 350 middle school students. Monitors and evaluates SPACE and the Gifted Academic Core. Maintains records in accordance with Virginia Board of Education regulations. Selects, assigns, and supervises gifted program staff and conducts annual evaluation of gifted programs personnel. Coordinates and develops curriculum for SPACE, Summer Challenge, the Gifted Academic Core and core curriculum as requested. Manages budget, purchasing, short and long range planning for the program. Coordinates the division plan and reports for gifted education for submission to Virginia Department of Education or RPS leadership as appropriate. Develops newsletters and brochures regarding the education of gifted students. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires the exertion of up to 10 pounds of force occasionally. Work requires frequent standing, sitting, walking, 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 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt