



SUPPLEMENTAL

GIFTED AND TALENTED LIAISON

JOB DESCRIPTION

JOB TITLE:	Gifted and Talented Liaison	FLSA STATUS:	Supplemental
REPORTS TO:	Principal Specialist for Gifted	PAY GRADE:	S04 S03 (MS) S02 (ACHS)
LOCATION:	Campus	ASSIGNMENT:	One Year Appointment
AVAILABLE:	1 Per location	JOB ID & DATE:	SUP-S03 October 2023

JOB PURPOSE SUMMARY

The Gifted and Talented Liaison is responsible for enhancing the educational experience of gifted and talented students by providing specialized support, coordinating programs, and collaborating with teachers, parents, and administrators. This position is an add-on to a teaching position.

REQUIREMENTS | SKILLS

Education Level | Licensure | Work Experience

- Bachelor Degree Required; Master Degree Preferred
- Valid Colorado teaching license
- Gifted and Talented endorsement or certification hours required
- Three Years Successful teaching experience
- Knowledge of gifted education principles and best practices
- Strong communication and interpersonal skills
- Effective collaboration and team-building abilities
- Data analysis and assessment skills
- Organizational and time-management skills
- Familiarity with educational technology and software
- Commitment to promoting equity and inclusion for all students

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the school selection committee in the identification and placement of Gifted and Talented Education students.
- Provide essential information to parents regarding the identification process, the uniqueness of the program, and offer counseling regarding placement.
- Provide in-service training for regular education teachers regarding Gifted and Talented identification procedures and program uniqueness.
- Assist the Specialist of the Gifted and Talented program by furnishing information for the purpose of reapplication to the State Department of Education Special Programs Division.
- Develop and submit comprehensive programming plans to meet the educational needs of gifted and talented students within the school.
- Recruit other teachers for campus and district sponsored Professional Learning Communities (PLC's)

- Collaborate with educators to encourage participation in Professional Learning Communities focused on gifted education.
- Act as a conduit between the Gifted Coordinator, principals, and teachers, providing timely and essential information regarding gifted education.
- Collect and maintain parent and teacher forms for students undergoing the gifted identification process.
- Assist in the Multi-Tiered System of Support (MTSS) process for underachieving identified students.
- Serve as the point person for data collection using MTSS forms and collaborate with classroom teachers on the process.
- Attend gifted MTSS meetings and/or coordinate with the GT Coordinator to ensure the representation of gifted students' needs.
- Regularly assess the academic progress of identified gifted students by analyzing grades, attendance, and engaging in conversations with students and teachers.
- Ensure that Advanced Learning Plans (ALPs) are signed or effectively communicated with parents, with all communication documented in the Enrich system.
- Remind and support teachers in completing and documenting progress monitoring for gifted students.
- Assist the district office in drafting school-specific content and collecting submissions for the GT newsletter.
- Provide a minimum of one extra-curricular class, activity, club, or competition tailored to the needs and interests of gifted students. Attend, host, or chaperone at least one GT event per semester, which may be at the district or school level.
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- Support teachers in organizing contests and competitions that challenge and engage gifted students.
- Collaborate with Cluster Teachers to ensure the differentiated needs of gifted students are met.