

**ST. MARY PARISH PUBLIC SCHOOLS  
SPECIAL EDUCATION GIFTED AND TALENTED LIAISON JOB DESCRIPTION**

**POSITION:** Special Education Gifted and Talented Liaison

**REPORTS TO:** Director of Federal Programs

**TERMS OF EMPLOYMENT:** 242 Day Employment

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**EDUCATION AND CERTIFICATION:** Valid Louisiana Teaching Certificate and five years of successful teaching experience in area of certification. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level.

**EVALUATION:** Performance of this position will be evaluated accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for assisting Special Education personnel within specified program areas by working individually with personnel and by providing effective in-service training.
2. Responsible for the materials and methodology of assigned program areas and keeping abreast of current trends and practices.
3. Responsible for developing and/or selecting materials, supplies, teaching aids and equipment for use in Special Education programs.
4. Responsible for providing technical assistance to Principals/schools and ensuring compliance with all appropriate mandates.
5. Collect all data required for evaluation of Special Education programs.
6. Attend appropriate committee and staff meetings.
7. Assume responsibility for professional growth and development by attending required workshops, meetings, and conferences, and maintaining membership and participation in the affairs of professional organizations.
8. Perform such other tasks and assume additional responsibilities as the Director of Federal Programs or Superintendent-

**QUALIFICATIONS:** The Special Education Gifted and Talented Liaison must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Special Education Gifted and Talented Liaison is frequently required to stand, walk, speak, hear, and sometimes sit. The Special Education Gifted and Talented Liaison may occasionally push or lift up to 50 lbs., such as boxes of materials. The Special Education Gifted and Talented Liaison is frequently exposed to a work environment noise level, which is moderate to loud. The Special Education Gifted and Talented Liaison must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Special Education Gifted and Talented Liaison must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. The St. Mary Parish School Board reserves the right to change this description at its discretion.

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_