PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8305
Pay Grade: E07

FLSA: Exempt
PTS

GIFTED EDUCATION SPECIALIST

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university with certification in any content area recognized by the Florida Department of Education. Gifted Endorsement required. Five (5) years of related professional experience to include three (3) years of successful teaching experience. Demonstrated organizational and communication skills.

PREFERRED:
Certification in Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

The Gifted Education Specialist is responsible for planning and overseeing gifted education programming K-12 in collaboration with district and school personnel, and provides support to district and school personnel to ensure that students demonstrate increased performance in the standard and accelerated curriculum, statewide assessments, and accountability systems.

The Specialist provides leadership in the development and implementation of the Advanced Studies Strategic Plan that is aligned to the District Strategic Plan.

ESSENTIAL RESPONSIBILITIES

- Serves as member of Advanced Studies Leadership Team.
- Allocates resources, e.g. personnel and budget, to align with the implementation of the Advanced Studies Strategic Plan.
- Ensures compliance with Florida/Exceptional Student Education (ESE) Gifted program rules.
- Coordinates the Pinellas County Add on Program for gifted endorsement.
- Participates in the development of the Pinellas County Special Programs and Procedures document and communicates procedures to all school and district personnel, including Procedural Safeguards and referral/eligibility/EP processes.
- Maintains records and necessary reports for efficient operation of school and compliance with federal, state and local requirements.
- Monitors accurate reporting of students during FTE survey weeks.
- Serves as Local Education Agency (LEA) representative, as required.
- Coordinates gifted services for eligible students.
- Provides recommendations for gifted staffing model and service delivery.
- Provides recommendations for gifted curriculum and supplemental instructional materials.
- Provides support to schools in the development of appropriate service delivery models for gifted students.
- Develops processes to monitor the achievement of gifted students.
- Coordinates districtwide initiatives for gifted and talented students.
- Plans, conducts and/or facilitates, and evaluates professional development for school-based and district personnel, parents, and community members involved in the education of gifted students.
- Develops and monitors project budgets.
- Conducts formal and informal needs assessments with stakeholder groups, including principals, gifted and general education teachers, related service providers, parents, and community members.
- Uses needs assessment results to identify customer requirements and incorporate them into the Advanced Studies Strategic Plan.
- Assesses customer satisfaction and plans for improvements.
- Participates in relevant professional organizations.
- Supervises instructional and support personnel, including interviews, recommendations, evaluations, induction of new personnel, Deliberate Practice plans, assignment of duties, and payroll.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• May serve as gifted program representative to the Department of Education. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 01/03/17 CH; BOARD APPROVED: ; REVISED MQs 04/12/21, LM; BOARD APPROVED: 04/27/21

GIFTED EDUCATION SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				