

Gifted and Talented Coordinator

Purpose Statement

The job of Gifted and Talented Coordinator is done for the purpose/s of planning, implementing, evaluating and supporting a comprehensive district-wide Gifted and Talented Program, leading the district in best practice delivery of services to gifted learners, and serving as a liaison between teachers, instructional facilitators, specialists, administrators, schools and parents, community and outside agencies to increase Goshen County School District's effectiveness in meeting the needs of gifted and talented students.

This job reports to Director of Curriculum & Instruction, & Data Management

Essential Functions

- Assists instructional staff in developing specialized learning activities for the purpose of enriching the learning opportunities of students who have needs beyond the classroom curriculum.
- Collaborates with administrative team and teachers for the purpose of developing and implementing an ongoing professional development plan specifically designed to meet the needs to gifted and talented students, staff, classroom teachers, and administrators.
- Collects, analyzes and evaluates student data for the purpose of monitoring student progress, program evaluation and continuous improvement of gifted learners.
- Develop, implement and direct a model for gifted and talented services using differentiated learning groups, clustering groups, and/or direct instruction for the purpose of managing gifted and talented learning programming and providing K-12 articulation of services to students and teachers.
- Develops and maintains positive working relationships with teaching staff, administrative team, instructional support staff, students, and parents for the purpose of promoting and encouraging involvement of all stakeholders in supporting the district program.
- Establishes guidelines for gifted and talented services (e.g. board policy, administrative regulations and procedures, etc.) for the purpose of developing and maintaining the program in the district in accordance with district, state and federal compliance regulations and procedures.
- Monitors current research and state/national information for the purpose of ensuring the program implements best practices, and is in compliance with all district, state and federal requirements.
- Operates within specified budget for the purpose of fiscal compliance with district, state and federal guidelines.
- Participates in meetings at the building and/or district level as requested for the purpose of supporting schools and staff in the implementation of the gifted and talented identification process and selection of staff.
- Provides coordination and expertise for the purpose of ensuring systematic and continuous K-12 programming and flexibility in planning for the needs of gifted students.
- Serves as a resource contact for district classroom teachers for the purpose of providing materials, methods, modeling and ideas to ensure appropriate educational experiences for identified students in classrooms.

- Supports schools, educational leaders and teachers (e.g. professional development, meetings, classroom observation, etc.) for the purpose of identifying, assessing, and programming of gifted and talented learners by implementing best and most current practices.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; age appropriate activities; concepts of grammar and punctuation; keyboarding; pertinent codes, policies, regulations and/or laws; stages of child development; and supervisory experience.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing multiple departments; supervising the use of funds for multiple departments. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, , significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.

Education: Bachelors degree in job-related area.

Equivalency: Position requires a minimum of 5 years of teaching experience; additional background in gifted education is preferred.

Required Testing

None Specified

Certificates and Licenses

Driver's License & Evidence of Insurability
Wyoming teacher certification; any elementary or secondary certification is acceptable

Continuing Educ. / Training

Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

Maintains WY PTSB Certification (5 credit hrs/ 5 year renewal period)

FLSA Status

Exempt

Approval Date

3/11/2014

Revised Date

4/30/2024

Salary Grade