

# **Columbia Public Schools**

## ***Excellence in Education for All Students***

### **Job Description**

#### **POSITION PROPERTIES**

**Position Title:** Director of Gifted Education (K-12)

**Schedule / Grade:** Salaried Support Staff/Grade 8

**Job Code:** 01DIRCT246

**FLSA:** Exempt

**Calendar:** ADSUP-S

**Benefits:** Eligible (Retirees not Eligible)

**Contract Type:** Admin

**Bargaining Unit:** None

**Revised Date:** 09/16/2026

#### **PURPOSE**

The Director of Gifted Education (K–12) provides districtwide leadership, coordination, and oversight of gifted education services for students in grades kindergarten through twelve. This position is responsible for establishing and sustaining a cohesive K–12 vision for gifted education, ensuring high-quality programming, consistent identification practices, rigorous curriculum, and equitable access to services. The Director collaborates with district leaders, principals, teachers, families, and community partners to ensure gifted learners are appropriately challenged and supported across all grade levels.

#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Provide districtwide leadership, coordination, and oversight of all gifted education programming in grades K–12.
- Develop, implement, and evaluate a comprehensive K–12 gifted education model aligned with district goals, state requirements, and best practices.
- Ensure consistent and systematic identification of gifted learners across the district.
- Oversee curriculum development, alignment, and implementation to ensure rigorous and engaging learning experiences for gifted students.
- Lead and manage whole grade and subject specific acceleration conversations and procedures in collaboration with district administration.
- Hire, supervise, support, and evaluate gifted education teaching staff and non-certified personnel.
- Provide instructional leadership and coaching to gifted educators across elementary and secondary levels.

- Support principals with staffing, training, and evaluation of gifted education personnel.
- Review and authorize Professional Development Plans (PDPs) for gifted staff.
- Design, deliver, and evaluate professional learning related to gifted education best practices.
- Serve as a districtwide resource for principals, teachers, counselors, administrators, parents, and families.
- Maintain current knowledge of research, trends, and best practices in gifted education.
- Partner with families and school personnel to ensure student needs are met.
- Serve as a liaison among gifted students, families, schools, community organizations, colleges, universities, and cultural institutions.
- Coordinate enrichment opportunities including advanced coursework, internships, interdisciplinary learning experiences, career exploration, and arts opportunities.
- Ensure compliance with state and district accountability and reporting requirements.
- Manage program budgets, fiscal responsibilities, payroll, transportation, and facilities needs related to gifted education.
- Coordinate building and program logistics as needed.
- Maintain accurate records and documentation related to gifted services.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

## **DISTRICT EXPECTATIONS**

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

## **REPORTING RELATIONSHIPS**

Reports To: Executive Director of Special Services

Supervises: Gifted education teachers, instructional aides, and program support staff

## **QUALIFICATIONS**

Minimum: Master's Degree; Missouri Teaching Certificate; Gifted Education Certification; Principal Certification

Preferred: Specialist or Doctorate degree; Administrative experience; Experience leading gifted education programs across grade levels

Ideal candidates will have experience teaching gifted education in grades K-12, and a solid understanding of gifted education pedagogical practices and program coordination.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **ADA REQUIREMENTS**

**Language:** Have strong written and verbal communication skills; Write clear and complete lesson plans; Be able to read and interpret educational and technical journal articles and Board policies; Be able to receive inquiries and complaints and respond appropriately; Be able to make effective presentations to the Board, staff and community.

**Computation:** Be able to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

**Reasoning:** Be able to define problems; collect data, verify facts, make valid conclusions and deal with abstract concepts; Apply knowledge of current educational theory and instructional techniques.

**Technology:** Be able to use computers and technology, including Smart Boards, to support and deliver fine arts curriculum. Other skills and abilities: Establish and maintain effective relationships with teachers, administrators, students, and parents; Perform multiple tasks simultaneously.

**Physical Demands:** Regularly required to move about, hear and speak; Must be able to travel between district facilities; Must be able to complete a moderate amount of travel for conferences and trainings.

**Sensory Requirements:** The position requires normal visual acuity and field of vision, hearing and speaking.

**Attendance:** Consistent and regular attendance is an essential function of this position; Requires frequent evening and/or weekend work related to the rehearsal and presentation of fine arts performances and events.

**Conditions and Environment:** The work environment is consistent with a typical office environment; however, the person holding this position will frequently visit fine arts classrooms and facilities within District schools, which may be noisy.

*Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.*

## **Equal Opportunity Employer**