

LINDALE INDEPENDENT SCHOOL DISTRICT

Job Title: Gifted and Talented Coordinator

Wage/Hour Status: Exempt

Reports to:

Pay Grade:

Dept./School: Special Programs

Date Revised:

Primary Purpose:

Coordinate the district program for gifted and talented students. Collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented students.

Qualifications:

Education/Certification:

Bachelor's degree

Valid Texas teaching certificate with endorsement in gifted and talented education

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program

Ability to interpret data

Knowledge of curriculum and instruction

Knowledge of strategies and materials for the education of gifted and talented students

Strong organizational, communication, and interpersonal skills

Experience:

Three years experience as a gifted and talented teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels districtwide, including review of student data and testing of students.
2. Develop and revise gifted and talent curriculum.
3. Assist teachers to develop and provide gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
4. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
5. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.

Consultation

- 6. Provide resources and materials to support staff in accomplishing program goals.
- 7. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.
- 8. Plan and conduct parent meetings, including parent advisory committee meetings.

Budget and Inventory

- 9. Administer the gifted and talented budget and ensure that programs are cost-effective and that gifted and talented funds are managed wisely.
- 10. Compile budget and cost estimates based on documented program needs.
- 11. Participate in grant-writing activities to obtain program funding.
- 12. Assist with the selection and purchase of supplemental equipment and supplies for the program.

Policy, Reports, and Law

- 13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____