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|  | **JOB TITLE** | SPECIAL PROGRAMS COORDINATOR |
| **REPORTS TO** | DIRECTOR OF STUDENT LEADERSHIP & LEARNING |
| **SALARY SCHEDULE/GRADE** | CERTIFIED |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE  |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 2100 (.5) & 3020 (.5) |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification with an endorsement in Gifted and Talented. Endorsement for English as a Second Language is preferred |
| Demonstrated ability as an instructional leader through work in a school, classroom, or at the district level |
| At least 3 years of teaching experience |

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| **POSITION SUMMARY** |
| Assist schools in fulfilling the goals of the second language program and gifted and talented program by providing the appropriate supports to the students assigned to such classes and working with school staff to ensure systematic alignment. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction guidance.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Prepare appropriate grant applications to maintain viability of each program.  |
| Monitor the budget for assigned programs.  |
| Provide appropriate language supports to students in the ELL program in consultation with the certified classroom teacher.  |
| Coordinate teachers, parents and local school personnel in fulfilling instructional goals of the programs, including appropriate student learning experiences outside of the regular school calendar. |
| Assist teachers, interpreters, and administrative teams in communicating with parents of students assigned to the ELL Program, including service plans, monitoring and progress, reporting, discipline procedures, and other required communications. |
| Ensure students are properly screened within state timelines regarding school entry for students who might need services through the ELL program. |
| Ensure ACCESS testing each year for all students within the ELL program. |
| In conjunction with school and district staff, creates a systematic approach to Gifted and Talented that meets state requirements and ensures alignment with district and school goals. |
| Ensure students are properly screened within state timelines regarding grade level requirements for the Gifted and Talented Program. |
| Create opportunities to work directly with students to achieve instructional goals. |
| Work to create shared leadership structures that empower teachers within each school in the district to work with students in these programs. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Short and long-range planning techniques applicable to area of specialty.In-service materials, subject matter and methods in area of specialty.Record-keeping techniques.Verbal and written communication skills.Public speaking techniques.Research methods and report writing techniques.Laws, rules and regulations, and policies related to assigned activities.Interpersonal skills using tact, patience and courtesy.Principles of training and providing work direction. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. Requires the ability to communicate effectively using speech, vision and hearing. Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights  |