**JOB DESCRIPTION FOR: Gifted Education Coordinator/Teacher**

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QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To identify the students to be served and to provide gifted students with advanced learning and enrichment activities, experiences, and opportunities in specifically designated areas of curriculum, helping the gifted students utilize his/her special intellectual gifts as fully as possible.

DUTIES:

A. Administrative and Organizational Management

1. Coordinates the identification, selection, and placement of students.

2. Confers with the principals and/or teachers on student evaluation as requested.

3. Provides appropriate and regular reports concerning the program to the Supervisor, Superintendent, and Board of Education.

4. Conducts an on-going evaluation of the program and makes recommendations to the Supervisor and Superintendent regarding operation of the program.

5. Develops an improved understanding of gifted students' educational needs on the part of teachers, administrators, and parents and interprets the educational needs.

6. Works with principals in organizing and coordinating gifted education in their buildings in order to effect horizontal and vertical continuity and articulation of the gifted education program throughout the district.

7. Compiles statistical data on student evaluation.

8. Prepares a budget for the program and supervises its disbursement.

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**JOB DESCRIPTION FOR: Gifted Education Coordinator/Teacher**

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9. Chairs the local Advisory Council which consists of school personnel and parents in order to identify students and make other decisions pertinent to the program.

10. Disseminates information concerning opportunities for gifted children to parents, students, and staff.

11. Disseminates suggested activities to teachers of primary students on a periodic basis.

12. Prepares reports, summative evaluations, and grant applications required by the State Department of Education.

13. Other duties as assigned.

B. Development of Curriculum and Supervision

1. Writes gifted education curriculum indicating student goals, objectives, scope and sequence and in compliance with state guidelines for writing curriculum.

2. Serves at the request of building principals as special gifted education consultant to teachers.

3. Performs in-service and/or faculty meeting reports as needed to inform staff of changes and/or trends in gifted education.

4. Exhibits an active involvement in gifted education, an awareness of current trends, an appropriate training in the assigned areas of instruction.

5. Keeps current with educational developments and the literature in the field of gifted education and participates in the affairs of the state and national professional seminars devoted to the advancement of gifted education.

6. Becomes involved in on-going special training for gifted education.

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**JOB DESCRIPTION FOR: Gifted Education Coordinator/Teacher**

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7. Provides for revision of goals and instructional objects to more fully accommodate student needs.

8. Aids in locating and evaluating materials and equipment needed to meet instructional objectives.

9. Other duties as assigned.

C. Instructional Leadership

1. Meets on a regularly scheduled basis with such students as have been identified as being capable of work in the area of competence at a higher level than that of the regular curriculum offering.

2. Sets up such problems, experiments, projects, and activities related to student needs, interests, and capabilities as indicated.

3. Identifies areas of student strengths and weaknesses and plans further learning experiences and activities accordingly.

4. Supervises students in the preparation and execution of independent student projects in the area of special competence.

5. Arranges for field trips as appropriate and feasible.

6. Notifies and/or meets regularly with parents to discuss student progress.

7. Works with gifted children and youth, with an appreciation of the characteristics of the gifted and a willingness to be flexible, to be questioned, and to learn from the pupils, teachers, administration and parents.

8. Shows enthusiasm about gifted education and actively promotes gifted education in the community.

9. Shows flexibility in attitude and seeks new approaches in providing for the needs of the gifted.

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# **JOB DESCRIPTION FOR: Gifted Education Coordinator/Teacher**

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10. Works to gain additional funding from community resources.

11. Plans and meets the needs of gifted students in a variety of ways so that the needs of gifted students who are not participating in the pull-out program are also met.

12. Other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION February 5, 1990

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