

Gifted Coordinator/Gifted Intervention Specialist

The Gifted Coordinator/Gifted Intervention Specialist is a combined role responsible for the coordination and delivery of gifted services across the district. As the Coordinator, this individual manages the mandated identification processes for grades K-12, works to develop the required programming, and provides guidance/support to administration, staff and parents. As the Gifted Intervention Specialist, this position implements the identified curriculum and programs to ensure identified students are actively engaged in the enriched learning environment.

Responsibilities include, but are not limited to:

Gifted Coordinator Responsibilities (Approximately 60%):

- Directs the delivery and continuous improvement of a continuum of gifted education services deemed essential by the school district and other stakeholders
- Collaborates with administration, staff and other stakeholders to identify, develop and implement essential program services
- Develops strategies to accomplish program objectives within specified time lines
- Assists building/district administrators with board-approved budget for assigned area of responsibility
- Monitors legislative activities, educational initiatives and technology innovations
- Updates administrative guidelines/procedures to comply with state policies and procedures for students who are gifted
- Oversees the identification, selection, placement & guidance of students who are gifted
- Provides professional development to parents, mentors, aides, administrators and general education personnel regarding the characteristics and educational needs of students who are gifted
- Develops educational evaluation and accountability procedures, curriculum and staff development activities and instructional/classroom management strategies
- Works with school personnel to evaluate the strengths and weaknesses of gifted programs
- Provides leadership in the planning and delivery of staff development programs that improve teaching and student learning outcomes (i.e., methods, skills, commitment, etc.)
- Monitors testing programs and provides direction for instructional modifications and interventions that enhance student learning

Gifted Intervention Specialist Responsibilities (Approximately 40%)

- Prepares the assigned classroom and requisitions supplies/equipment as needed
- Develops written lesson plans that incorporate the goals and objectives of the gifted curriculum/program and ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes
- Teaches scheduled classes, documents performance objectives and engages with students to provide effective learning experiences

- Implements effective pupil management procedures and maintains a high code of conduct
- Develops and maintains a positive learning environment to stimulate student interest; works with parents and staff to understand academic objectives
- Evaluates the needs of students based on all information available; varies teaching techniques to address individual learning styles
- Proctors standardized and alternative tests as directed
- Maintains accurate records and meets mandated deadlines for required paperworks
- Evaluates student achievement/performance and assigns grades; prepares progress reports and consults with parents as needed
- Supervises non-classroom activities (i.e., field trips, student training experiences, etc.)
- Participates in staff meetings, professional development, conferences and other required program activities as required

Minimum Requirements:

- Bachelor's degree in education or related field
- Valid Ohio Department of Education license or certificate appropriate for assignment
- Record free of criminal violations that would prohibit public school employment
- Compliance with drug-free workplace rules and board policies
- Expertise in the identification and use of educational options and curricular materials that address the educational needs of program participants
- Prior teaching experience required; previous experience with gifted programs preferred
- Ability to organize community and school support for independent study, student assimilation activities, programs and/or competitions
- Valid driver's license and reliable transportation is required