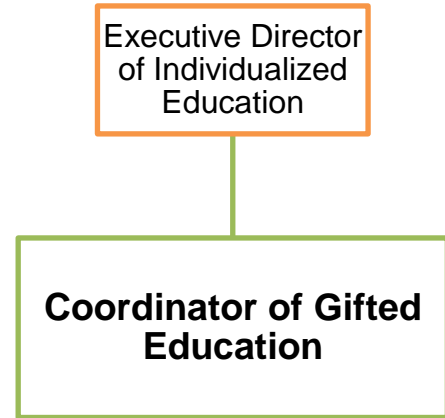


COORDINATOR OF GIFTED EDUCATION

Job Title:	Coordinator of Gifted Education
Initial:	April 2015
Revised:	December 18, 2018 (Administrative Revision)
Work Year:	260 Days
Office:	Individualized Education
Department:	Gifted Education
Reports To:	Executive Director of Individualized Education
FLSA Status:	Exempt
Pay Range:	Administrative Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Coordinator of Gifted Education plans, implements, evaluates and supports a comprehensive K-12 gifted and talented service delivery model.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Works collaboratively with principals, gifted site coordinators and teachers to develop an annual district professional development plan designed specifically to meet the learning needs of gifted staff, classroom teachers and administrators.
- Serves as the chairperson of the District Gifted Advisory Committee. Plans and convenes all gifted committee meetings throughout the school year.
- Monitors and expends gifted budget(s) in accordance with established local and state policies and procedures.
- Responsible for all district gifted screening.
- Coordinates completion of the annual state gifted and talented report, budget development, all revisions to state-approved plan and certification of accuracy of gifted student database and files.
- Conducts routine audits of school-based gifted services to ensure compliance with district gifted plans.
- Works with district administration to implement corrective action in the event that a school is not in compliance with the district plan.
- Serves as a member of the Individualized Education Leadership Team.
- Maintains positive working relationships with all stakeholders.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Serves as an advocate for the needs of gifted students in a professional and appropriate manner.
 - Prepares the annual staff allocation for gifted staff subject to approval by the Executive Director of Individualized Education.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities:

- Supervision and evaluation of the Gifted Education Specialist.

Budget Responsibility:

- Direct budget responsibilities determined by the Executive Director of Individualized Education and may vary year to year.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree from an accredited institution required.

Experience:

- A minimum of one (1) year experience leading gifted and talented initiatives across the district while working in a professional capacity.
- Minimum of five (5) years highly successful teaching and/or administrator experience.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Demonstrated ability to work as a member of a high performing team.
- Ability to work well with others in a diverse educational community.
- Excellent written and verbal communication skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Colorado Gifted Endorsement
- Principal or Administrators License
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.