

**Roswell Independent School District  
Job Description**

**Job Title: GIFTED COORDINATOR**

**Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**General Job Description:**

To supervise and assist district/school staff with the implementation of the Gifted program. Ensure compliance with all state and district mandates and guidelines and effectively utilize program personnel, funds, and available resources to enhance the instructional program.

**Essential Duties and Responsibilities:**

**Program Management:**

1. Uses knowledge of curriculum content and curriculum development process to facilitate teacher development of appropriate learning experience for gifted program students.
2. Implement procedure and coordinate the process to identify gifted students at all grade levels, district wide, including review of student data and testing of students.
3. Develop and coordinate a continuing evaluation of the gifted program and implement changes based on the findings.
4. Assist teachers to develop and provide gifted program students with alternative course work through curriculum modification, acceleration. School/Organization Climate
5. Demonstrates high expectations and high regard for supervised staff
6. Communicates effectively with staff
7. Collaborates with administrators and teachers in developing and articulating the vision of the gifted program.
8. Provide resources and materials to support staff in accomplishing program goals

**School/Organization Improvement:**

1. Collaboratively establishes instructional goals and objectives for the Gifted Program.
2. Conducts informal observations to determine the extent of the gifted to ensure implementation and effectiveness for improving student achievement.
3. Systematically monitors Gifted Program guidelines, and procedures as required.
4. Uses achievement data to interpret, report and act on Gifted Program changes when appropriate.
5. Reviews, analyzes, and uses all related student achievement data to improve program delivery and implementation.
6. Identifies district-wide improvement strategies focused on program students which support and reinforce campus improvement plans.
7. Personnel Management
8. Plans in-service workshops and new teacher orientation as is pertinent to methods and materials appropriate to Gifted Program.
9. Conferences regularly with supervised staff; jointly develops growth plans and supports individual growth and development activities.
10. Demonstrates skill in “coaching” staff; provides technical assistance to campus principals, curriculum consultants, counselors, and teachers to meet the individual needs of if the gifted students.
11. Administration and Fiscal/Facilities Management
12. Implement the policies established by state law, State Board of Education rule, and the local board policy in the area of Gifted Program.
13. Defines the program and fiscal needs in the budget development process, ensuring that fiscal resources address the goals and objectives of the Gifted Program.
14. Demonstrates responsible fiscal control over assigned program budgets.
15. Performs delegated duties.
16. Assists campuses in accurately reporting student information on state software.
17. Student Management
18. Advises teachers on student management as it relates to improvement in the teaching/learning process.
19. Plans and implements identification, assessment, placement, and evaluation procedures for all Gifted students.

**Professional Growth and Development:**

1. Uses information from formal and informal assessment data to improve professional skills and knowledge.

**GIFTED COORDINATOR (CONT'D)**

2. Participates in professional development programs to improve job performance.
3. Develops, uses, and evaluates ideas and/or innovative approaches to improve his/her performance.
4. Participates in professional organizations, disseminates ideas and information to other professionals, and provides leadership in identifying trends and opportunities, as well as identifying problems facing the profession.
5. Performs duties in a professional, ethical, and responsible manner as defined in the Code of Ethics of educators.
6. Other tasks as may be deemed appropriate and necessary by your immediate supervisor.

**Consultation:**

1. Provide resources and materials to support staff in accomplishing program goals
2. Consult with parents, administrators, counselors, teachers, community agencies and other relevant individuals regarding gifted students.

**Supervisory Responsibilities:**

1. Ability to organize and coordinate district wide program
2. Ability to interpret data
3. Knowledge of curriculum and instruction
4. Knowledge of strategies and materials for the education of gifted student population
5. Strong organizational, communication, and interpersonal skills
6. Ability to communicate effectively with parents and students

**Qualifications:**

1. Master's degree
2. Administrators License
3. Gifted endorsement
4. Valid Drivers' License and Car Insurance (if traveling from site to site)

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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Signature

Printed Name

Date