



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Gifted Services Coordinator**

Position Type: <b>Exempt</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>December 15, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To coordinate, implement and monitor gifted curriculum objectives in accordance with district goals. Provides/coordinates professional development opportunities for Gifted Cluster teachers, Gifted Specialists/SAGE, Renaissance, and SPARK teachers. Coordinates and monitors the development and administration of gifted student identification assessments according to district and state requirements. Works with parents and community to support all gifted services.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Develops, implements, monitors, and assesses programs for all gifted students Pre-K-12.
- Establishes staffing for all gifted programs and models in consultation with the Deputy Superintendent of Curriculum, Instruction and Assessment, and the Human Resources Department.
- Coordinates and monitors gifted identification testing
  - Maintains a district-wide gifted services identification and placement procedure.
  - Coordinates testing schedules and materials distribution four times per calendar year with school and district personnel, as well as Martials Distribution Center.

- Collects and manages gifted testing data and coordinates with district staff to maintain testing data according to district and state criteria.
  - Tracks use of assessment materials and orders as needed.
- Data Management
    - Works effectively with data manager to maintain accurate measurement of pupil progress.
    - Maintains a system of keeping records that meet the requirements of law.
- Communications
    - Effectively communicates with supervisors and staff members P-12.
    - Assists administrators, teachers, and district office staff in communicating gifted programs offered, program placement, and best practices in gifted education.
    - Maintains an effective website for both staff and community.
- Establishes and maintains effective community relations with regards to gifted education services
    - Effectively communicates with parents and patrons.
    - Encourages and supports the activities of related advisory groups.
    - Holds at least two parent information nights per year.
    - Assists with school parent nights/presentations.
    - Maintains an effective website for the community.
- Provides and organizes professional development
    - Obtains knowledge of methods and materials utilized in the education of gifted students and provides professional development to appropriate staff.
    - Utilizes data to determine adult learning priorities.
    - Contracts appropriate experts to provide professional development as needed.
    - Assists building administrators with site-based gifted professional development.
    - Coordinates with curriculum specialists on curriculum adoptions, trainings, and data analysis as related to gifted learners.
    - Recommends adjustment in curricular, assessment and instructional strategies resulting from the analysis of data.
    - Attends specific meetings which affect the curriculum, instruction, and assessment of grades K-12; prepares reports as needed.
    - Provides technical assistance to teachers and administrators in the analysis and interpretation of student data related to learning, achievement and to designated content areas.

- Displays awareness of additional resources to support adopted DVUSD curriculum and state standards.
- Manages Special Programs – Renaissance, SPARK, and Bright Child
  - Establishes placement criteria, manages program applications and entry, assists with parent and staff communications, maintains program philosophy and integrity, assists in evaluating and hiring staff, and provides professional development.
- Director of Gifted Rocks! Summer Programs
  - Works with the Community Education Department to hire staff, oversee payroll, work with facilities, enroll students, and advertise programs.
  - Develops curriculum and schedules.
  - Performs all administrative duties while programs are in session.
- Coordinates 7-12 Advanced and Honors programs with District Assessment Manager
  - Assists with program placement criteria.
  - Assists with course content and curriculum.
  - Assists with professional development.
- Works with Student Support Services Department to ensure twice-exceptional students' needs are being met.
- Performs other duties as assigned by the Deputy Superintendent of Curriculum, Instruction and Assessment.

**MARGINAL DUTIES:**

- Completes other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Assists school administration with evaluating and hiring gifted teachers and specialists.
- Conducts classroom walkthroughs.

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Must be a life-long learner.
- Must be highly organized with the ability to multitask.
- Must be willing to take risks.
- Must be committed to professional collaboration.
- Must be able to adapt to diverse situations.
- Must have understanding and experience with curriculum integration and alternative assessment.
- Must possess effective oral and written communication skills.
- Must have an extensive knowledge of computers including but not limited to Microsoft Office, Excel, and Desktop Publishing.
- Must have effective communications skills to work with a variety of stakeholders.
- Must have experience in teaching adults.
- Must have the ability to foresee needs and take appropriate action.
- Must possess understanding and experience with facilitating educational change.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must maintain a well-groomed appearance.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must have ability to keep abreast of information pertinent to the job.

### **CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Arizona teaching certificate with Gifted Endorsement, required.
- Must meet all NCLB (Highly Qualified) qualifications
- Must attain SEI endorsement as required by Arizona Department of Education.

### **EDUCATION AND/OR EXPERIENCE:**

- Master's degree or higher in education or related field from a four-year college or university.
- Minimum of five years of successful teaching experience. Three years of teaching experience in gifted education or related experience.
- Administrative experience preferred.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk, and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste, or smell.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*