



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Manager I of Gifted & Advanced Academics**

Position Type: Exempt	Department: Curriculum, Instruction & Assessment
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Curriculum, Instruction & Assessment
Salary Range:	Location: District Office
Term of Employment: 12 months	Date: July 8, 2019
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To manage, implement and monitor gifted programs and curriculum objectives in accordance with district goals. Provides/manages professional development opportunities for Gifted teachers K-12. Manages 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:

- Develop, implement, monitor, and assess programs for all gifted students Pre-K-12
- Manage and provide professional development for all grade levels and unique programs - Gifted Cluster Teachers, Gifted Specialists, Bright Child Kindergarten Teachers, Gifted Preschool/Pre-K Teachers, Renaissance Teachers, Middle & High School Teachers, as well as all teachers working on earning their Gifted Endorsements at all grade levels
- Support and mentor gifted teachers and specialists in all programs

- Establish and maintain a wide range of gifted services and programs at all schools (PreK-12) supporting school administration in providing programs, services, and curriculum tailored to their individual communities, following the best practices and updated gifted pedagogy
 - Elementary School
 - Work with Community Education and Early Childhood dept. on establishing a Gifted Preschool/Pre-K program
 - Maintaining and expanding the successful Bright Child Kindergarten program
 - Continue to grow Gifted Cluster program at all grade levels
 - SAGE Content Replacement
 - SPARK Enrichment
 - Renaissance Highly Gifted Academies
 - Support School-Wide Gifted Model schools and other schools with unique programs
 - Two Gifted Rocks! Summer Programs
 - Possible International Baccalaureate Primary Years Programme
 - Middle School
 - Middle School Advanced Courses
 - Gifted Cluster Classes
 - International Baccalaureate Middle Years Programme
 - Renaissance Highly Gifted Academies
 - Develop more unique gifted service models
 - High School
 - Honors classes
 - AP classes
 - International Baccalaureate Programme
 - Dual Enrolment classes
 - Unique gifted services both on campuses and online

- Co-Lead Advanced Academic Committees (Middle & High School)

- Promote Deer Valley and its gifted services through websites, social media, flyers, quarterly newsletters, public events, conferences, business partnerships, events, etc. (With a goal to keep and attract more gifted students and families to our district.)

- Stay current with gifted pedagogy and disseminate it out to teachers and parents
 - Academic and socio-emotional needs of gifted learners

- Work as a liaison with AAGT (Preferably serve on the board)

- 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 procedures
 - 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.
 - Oversees a system of keeping records that meet the requirements of law.

- 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:

- Gifted STEM Specialist
- Iterant Gifted Specialists
- Any Gifted Counselors, Psychologists, Lead Teachers, or CIAS funded or housed in the Gifted Services Department
- International Baccalaureate Programme Coordinator(s)
- Gifted Clerk(s)
- Coordinate with campus administration on hiring and evaluation of all Renaissance Teachers, Bright Child Teachers, Preschool/Pre-K, and Gifted Specialists
- Manage Gifted Rocks! staff
- Middle School Gifted Specialists (Addendums)
- All online gifted courses/teachers (in coordination with DVLOP)

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.
- Full Gifted Endorsement
- Administrative Certificate preferred

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 in Gifted Education
- Experience and certifications in both Elementary and Secondary Education 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.