

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>K-12 COORDINATOR FOR GIFTED AND TALENTED EDUCATION</b>	<b>REPORTS TO:</b>	Director of Teaching and Learning
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**TRAINING QUALIFICATIONS**

- Valid Ohio licensure/certification with gifted endorsement
- 3 to 4 years of successful classroom experience
- Experience working in or supervising an established gifted and talented program
- Curriculum background experience and administrative license preferred
- Successful instructional leadership experience and/or any additional qualifications, training or other credentials, as determined by the Board of Education

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to provide the appropriate direction, guidance, and management skills to achieve the vision and mission for the district
- Must be able to work effectively with individuals and groups; and broaden knowledge of elementary and secondary education goals and objectives.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

The K-12 Gifted and Talented Coordinator is responsible for providing leadership in the area of gifted and talented education. Position objectives include implementing the district Gifted and Talented program plan; studying, evaluating and implementing innovative techniques and methods; providing leadership in the development, articulation, implementation of an exemplary gifted and talented program; improving the program through evaluation; and developing and coordinating the district-wide development program for gifted and talented education.

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

The Zanesville City School is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:

POSITION NO. 1.22

- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Provides coordination and expertise to ensure systematic and continuous K-12 programming and flexibility in planning for exceptional needs of gifted students
2. Establishes and promotes communication and collaboration with the Teaching and Learning Department, administration, staff, and parents
3. Develops and implements an ongoing staff development plan in collaboration with Teaching and Learning.
4. Submits appropriate reports to Ohio Department of Education, school board, administration, staff, parents, and community
5. Develops and implements research-based procedures for identifying gifted and talented students.
6. Chairs a parent advisory committee
7. Conducts regular department meetings
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9. Conducts regular department meetings
10. Assists staff in developing specialized learning activities for students who have needs beyond the classroom curriculum
11. Provides professional development and support in developing and writing WEPs (Written Education Plans)
12. Attends appropriate meetings, conferences, and conventions
13. Remains current on latest research and development in gifted education
14. Administers assessments for gifted identification at K-6 level as needed
15. Manages the Acceleration Policy including Early Entrance to Kindergarten
16. Updates gifted website
17. Works with members of the Gifted and Talented Department in developing and implementing program expectations and staff development
18. Develops and coordinates public relations efforts
19. Performs other tasks and accepts other responsibilities as assigned

TERMS OF EMPLOYMENT	210 contract days
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