

GIFTED AND TALENTED COORDINATOR

The GT Coordinator, under the supervision of the Assistant Superintendent for CTE/Academic Services, will oversee the Gifted and Talented Program for the District, making sure state requirements and deadlines are met.

Specific Responsibilities

1. Plan the overall structure of the district's gifted and talented program in consultation with teachers, administrators, and parents
2. Compile information about all the levels of the gifted and talented program
3. Assist in selecting teachers who will work within the G/T program
4. Plan and coordinate teacher in-service in G/T for identification and implementation of programs
5. Work regularly to increase awareness of the needs of G/T students
6. Conduct parent meetings for G/T education and encourage active participation in the district's program
7. Seek nominations, secure permission for testing, and organize testing schedules (i.e. AP examinations with the AP Coordinator)
8. Compile screening and referred information regarding students and maintain profiles and portfolios of identified students from year to year as well as attendance records.
9. Record in student folders date service begins and ends for the year
10. Chair the selection committee for identification of students for the gifted program
11. Assist educational resource teachers in providing educational activities for students identified as gifted and talented
12. Assist teachers in providing educational materials and resources when requested
13. Provide a liaison between parents and the school, regular teachers and special teachers, the school board, the administration, the program personnel, and the community
14. Serve on administrative committees with general education responsibilities to provide advocacy for the gifted learner (technology, text book, Smart Start, Smart Step, etc.)
15. Assume responsibility for the transfer of information regarding students upon request
16. Attend workshops and meetings to stay informed about current ideas and practices in gifted education
17. Ensure the implementation of the curriculum scope and sequence. Update and modify this document as needed
18. Assist in the normal functioning of the school
19. Complete necessary paperwork for the ADE OGTAP in meeting program approval standards
20. Form an Advisory Council and hold at least two meetings per year
21. Implement an annual evaluation of the program. Submit summary to the ADE in the annual Program Approval (due October 15th)
22. Order supplies and materials
23. Develop curriculum
24. Maintain evidence files for monitoring

25. Work with students, teachers, and parents in coordinating the purchasing membership in student activities such as Destination Imagination, Quiz Bowl, etc.
26. Develop a public relations network and disseminate information.

5/11/15