

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GIFTED SERVICES COORDINATOR**

File 110

Reports to: Superintendent

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of the gifted program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Successful teaching experience. Effective organizational planning and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
 - Ability to identify, access, and organize community support for program activities.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates gifted program services. Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Assists with program development. Coordinates student placements. Evaluates service outcomes.
- Assists with the implementation of program services (e.g., parent notification, WEPs, screening/assessment, independent studies, accelerated learning options, mentorship programs, seminars, etc.).
- Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Facilitates the development of curriculum guides and courses of study. Evaluates and recommends instructional materials.
- Serves on local professional growth committees as directed.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
- Facilitates compliance with legal mandates. Participates in due process procedures as requested.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.

- Complies with state policies/procedures for the education of students identified as gifted.
- Participates in parent conferences and student planning meetings (e.g., IAT, WEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the director of curriculum and instruction. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.