



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Gifted and Talented

Department:**Unit:****Immediate Supervisor:**

Principal

Grade Placement:**FLSA Status:****Job Summary:**

The Gifted and Talented(GT) Coordinator is responsible for overseeing the GT programming for the district. This position is in charge of the identification of students placed in all GT, FOCUS, High Potential and Accelerated programs. The GT Coordinator is responsible for the curriculum and assessment in GT programs in grades 3 - 6, primarily in the area of math. The GT Coordinator teaches a STEM Allied course and is responsible for the planning and creating of the curriculum and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Curriculum Planning and Instruction for GT classes and groups
 - a. Plan and implement curriculum for 3rd, 4th and 5th grade FOCUS groups
 - b. Plan and implement curriculum for 6th grade Accelerated Math
2. Curriculum Planning and Instruction for STEM class
3. Plan and Implement Academic Competitions and Experiences
 - a. Will lead experiences such as Spelling Bee, Math Masters and Continental Math League, and other as appropriate.
 - b. Coordinate student experiences to Science and writing conferences annually
4. Plan and Coordinate Independent Studies for GT students when appropriate
5. Student Assessment for GT Programming
 - a. Responsible for scheduling, administering and norming the all assessments used in placing student in varies GT experiences
 - b. Communicate all test results with parents, staff and students
 - c. Update the district GT placement policy

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree with a major in Education and focus in specialty area
- Successful completion of student teaching experience

License/Certification Requirements:

- Teaching License: Elem Elementary Education or Math 6-8
- Gifted and Talented Certificate recommended

Knowledge required to perform the essential functions of the job:

- Knowledge of Math Standards for grades 3rd - 8th and curriculum used at each grade level
- Knowledge of testing data and interpreting results
- Knowledge of Science and Math standards for grades 7th and 8th for developing STEM curriculum
- Knowledge of scoring and norming student assessments. Specifically the CogAt, ITBS and the Iowa Acceleration Scale
- Knowledge of gifted students academic and social needs.
- Knowledge of resources and options available to GT students and their families
- Knowledge of intervention and enrichment strategies
- Knowledge of Gifted and Talented Policy and Best Practice

WORK SKILLS AND CHARACTERISTICS**Skills required to perform the essential functions of the job:**

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved district curriculum and MN standards.
- Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs.
- Presentation skills; leading and facilitating group activities and discussions.
- Using a variety of instructional aids and technologies.
- Classroom management techniques and functions.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum.

PHYSICAL REQUIREMENTS**Physical requirements associated with the position can be best summarized as follows:**

Light Work. Exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects