

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Instruction

Standard Title: - Gifted Coordinator

Primary Function:

The Gifted Coordinator will execute all duties required for an effective gifted education program.

Supervision Received:

The Gifted Coordinator is directly responsible to the Director of Education.

Direction Exercised:

The Gifted Coordinator is responsible for gifted instruction and related services in the Windber Area School District.

Essential Duties:

1. Develop and conduct activities and programming for gifted students K-12.
2. Act as the official district level contact person for gifted.
3. Attend gifted IEP meetings.
4. Maintain gifted pupil records.
5. Develop and manage the program budget.
6. Attend Special Education and department meetings.
7. Assist in establishing and refining department curriculum objectives and their implementation.
8. Coordinate schedules, awards, notifications, etc., of talent demonstrations.
9. Perform all other duties as assigned by the Director of Education.

Secondary Duties:

1. Perform temporary duties as assigned by the Director of Education.
2. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

Work Environment:

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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Gifted Coordinator shall hold a bachelors degree and appropriate professional certification.
2. Knowledge of current trends and best practices in gifted education.
3. Knowledge of classroom instructional methodology.
4. Knowledge of cooperative teaching practices.
5. Knowledge of professional development strategies.
6. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.