

GORHAM SCHOOL DEPARTMENT

TITLE: Gifted and Talented Coordinator

QUALIFICATIONS:

1. Bachelor's degree in related field, Master's degree preferred
2. Valid Maine certification in Gifted & Talented Education

REPORTS TO: Director of Instructional Support and Building Principals

JOB GOAL: To ensure the provision of appropriate services to those students identified as gifted & talented.

RESPONSIBILITIES:

1. Implements and oversees processes for identification of gifted & talented students in accordance with state and federal laws and guidelines.
2. Develops and revises gifted & talented programming options based upon students needs.
3. Assists teachers in differentiating instruction to meet the needs of gifted learners.
4. Develops and conducts staff development sessions on differentiation, enrichment and gifted & talented programming.
5. Consults with parents, teachers, students and administrators regarding gifted & talented programming.
6. Completes required state and federal forms.
7. Assists in the selection and purchase of needed materials based on program needs.
8. Maintains files, reports, and other documents required while complying with district and state laws and policies.
9. Performs such other duties that may be assigned.

WORK YEAR: Teacher contract. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Gorham School Committee's *Policy on Evaluation – Standards for Evaluation of Professional Staff*.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012