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**JOB DESCRIPTION: COORDINATOR, GIFTED AND TALENTED PROGRAMS**


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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Senior Manager of ESE/Student Services
<b>JOB CLASS:</b>	Instructional Program Coordinator	<b>PAY GRADE:</b>	Instructional Program Coordinator
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	5/10/2017

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Coordinator of Gifted and Talented Programs is responsible for the overall structure of the comprehensive K-12 Gifted and Talented Programs at FLVS Full Time. The Coordinator of Gifted and Talented Programs develops, coordinates and evaluates all programs, services and curriculum for students identified as Gifted in grades K-12. The Coordinator of Gifted and Talented Programs establishes procedures for the initial identification and evaluation of students who may be eligible for an Educational Plan (EP). The Coordinator of Gifted and Talented Programs provides supervision to the K-12 school stakeholders for all required reporting and compliance monitoring. The Coordinator of Gifted and Talented Programs acts as a liaison between the K-12 Full Time schools, internal customers and external customers.

**ESSENTIAL POSITION FUNCTIONS:**

- Develop and annually review/revise the district gifted identification plans included in the district's Exceptional Student Education Policies and Procedures Manual
- Develop, monitor implementation, support and evaluate the curriculum and service delivery model for all K-12 Gifted and Talented programs
- Develop and coordinate a system for gifted screenings and assessments for the identification process
- Develop and regularly review/revise standard operating procedures for the K-12 Gifted and Talented Programs
- Facilitate Educational Plan (EP) Team meetings and serve as the Local Educational Agency (LEA) Representative as needed
- Ensure that families are provided with required information regarding their Procedural Safeguards
- Assist in the development of Educational Plans and placement of students in the appropriate educational services and supports
- Assist annually with the district's strategic plan and the annual school improvement plan
- Establish and maintain an efficient and accurate record keeping system of current documents and cumulative student records
- Maintain accurate and up-to-date reports for compliance monitoring and meet timelines to complete all federal, state and local reporting requirements and audit reviews
- Ensure gifted documents are accessible by necessarily stakeholders and protects the privacy of student records per The Family Educational Rights and Privacy Act (**FERPA**)

- Assist students, parents and instructional staff in understanding provision and implementation of gifted and talented services and supports in the virtual environment
- Provide support to teachers, families and students to help create successful learning experiences for students at FLVS and assist in resolving issues as needed
- Conduct staff development to provide training on instructional guidance, best practices, and strategies to increase student achievement outcomes for students who are gifted/talented
- Assist with development and monitoring of the annual budget for gifted and talented programs
- Utilize and monitor the Florida DOE Portal to Exceptional Education Resources (PEER) program for gifted/talented paperwork
- Develop and maintain parent communication notifications, newsletters, surveys, brochures and district website information for the Gifted and Talented Program
- Participate in continued professional growth opportunities through professional organizations and conferences
- Serve as the point of contact and liaison among students, school personnel, parents, districts, community agencies, colleges/universities and the Florida Department of Education
- Coordinate events and community opportunities for students who are gifted/talented
- Research and stay abreast of all updates in state and federal regulation/legislation related to gifted/talented education to ensure student success and district compliance
- Model professional and ethical standards when working with students, parents, peers, and community members
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree required
- Valid professional Florida certificate that includes Gifted Endorsement

***Experience:***

- Three years' teaching experience in Gifted/Talented
- Virtual teaching experience, preferred

***Knowledge, abilities and skills:***

- Knowledge of MS Windows, MS Office, and Internet Explorer
- Excellent written and verbal communication skills
- Possess qualities and skills to be a proactive, positive team player
- Ability to work with and through people to establish goals, objectives, and action plans
- Strong interpersonal and customer service skills
- Ability to handle multiple priorities, meeting deadlines, and effective time management

- Excellent organizational skills
- Exercises independent judgment to adopt or modify methods and standards to meet responsibilities

#### **CORE COMPETENCIES FOR SUCCESS:**

<p><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

#### **INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<p><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple</i></p>	<p><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i></p>

<i>activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	
<p style="text-align: center;"><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*