

ASSOCIATE DIRECTOR OF GIFTED AND TALENTED EDUCATION (2110)

TITLE: Associate Director of Gifted and Talented Education

REPORTS TO: Director of Student Achievement

SUPERVISES: District Gifted and Talented Resource Specialists, District Primary Talent Pool/QUEST Teachers, District QUEST ACCELERATED CLUSTER Teachers

JOB FUNCTION: Oversees district gifted and talented education K-12; provides leadership and ensures district compliance with statutes and regulations for categories of intellectual, specific academic, creativity, leadership, and visual and performing arts.

DUTIES AND RESPONSIBILITIES:

- Establishes district procedures and guidelines for informal/formal identification, diagnosis of strengths, gifted behaviors, and talents matched to multiple services delivery options.
- Develops, implements, scores/norms and analyzes required assessments regarding student data for placement.
- Orders, maintains, distributes and interprets multiple instruments for required assessments of diverse populations.
- Serves as liaison between the district, state and the National Research Center for Gifted and Talented.
- Ensures internal compliance with state statutes and administrative regulations and assists school in implementation.
- Establishes procedures to obtain parental or guardian permission prior to the administration of individual tests for initial screening and reevaluation.
- Establishes district procedures and assist schools in implementation of individualized annual Gifted and Talented Student Services Plans including parental input and the monitoring and reporting of student progress each semester.
- Maintains district, school and student confidential records.

ASSOCIATE DIRECTOR OF GIFTED AND TALENTED EDUCATION (2110)

DUTIES AND RESPONSIBILITIES (CONT.):

- Establishes grievance procedures through which parent, guardian, or student may resolve a concern regarding selection/identification and appropriate and adequate provision of services.
- Plans and administers the gifted and talented education budget including state/national grants.
- Evaluates all aspects of the gifted and talented education on an annual, ongoing basis and makes recommendations for upgrading gifted and talented services.
- Employs, supervises, and evaluates district properly certified/classified personnel and assists principals with school personnel.
- Assigns district staff to schools based on an equitable distribution.
- Completes and submits the district Gifted and Talented Performance Report to the state.
- Provides consultative services, assistance, and professional development in appropriate selection/identification, assessment administration and interpretation, curricular design, instructional/differentiation strategies, texts and materials, Gifted and Talented Services Plans, School Performance Plans and service options.
- Serves as Central Office liaison to SBDM Councils, administrators, teachers, parents, and community.
- Designs and implements state and national grants.
- Maintains and disseminates current statues and regulations, policies and procedures, research and best practices.
- Chairs/serves on state and school advisory committees and mandated District Advisory Committee for Gifted and Talented Education and Grievance Committees.
- Maintains regular attendance.
- Performs other duties as assigned.

ASSOCIATE DIRECTOR OF GIFTED AND TALENTED EDUCATION (2110)

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA degree in education or related field
- Master's Degree or fifth year program
- Minimum five (5) years successful teaching (three with gifted and talented students) and one (1) year administrative/supervisory experience (preferred)
- Extensive background and experience in tests/ measurement and curriculum, instruction and assessment. (Preferred)

LICENSES AND OTHER REQUIREMENTS:

- Endorsement in Gifted and Talented Education. (16 KAR 4:010)
- Administrative certification

Original Date: _____

Revision Date: 02/2001

Revision Date: 07/2012