



Job Title:	Gifted and Talented/ Social Studies Coordinator	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent for Curriculum, Instruction and Accountability	Pay Grade:	Professional Pay Grade 5
Dept. /School:	Instructional	Date Revised:	May 26, 2011

Primary Purpose:

Coordinate the district program social studies and gifted and talented students. Collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented students.

Qualifications:

Education/Certification:

Bachelor's degree
Valid Texas teaching certificate with endorsements social studies and gifted and talented education

Special Knowledge/Skills:

Ability to organize and coordinate district wide program
Ability to interpret data
Knowledge of curriculum and instruction
Knowledge of strategies and materials for the education of gifted and talented students
Strong organizational, communication, and interpersonal skills

Experience:

Five years experience as a classroom teacher of social studies with extensive experience in the education of gifted and talented students

Major Responsibilities and Duties:

Program Management:

1. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels district wide, including review of student data and testing of students.
2. Develop and revise gifted and talent curriculum.
3. Assist teachers to develop and provide gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
4. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.

5. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.
6. Develop and conduct or arrange for staff development sessions to improve social studies instruction K-12.
7. Regularly examine the alignment and articulation of the K-12 social studies curriculum and coordinate revisions as necessary.

Consultation:

8. Provide resources and materials to support staff in accomplishing program goals in social studies and gifted and talented.
9. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.
10. Plan and conduct parent meetings, including parent advisory committee meetings.

Budget and Inventory:

11. Administer the gifted and talented budget and ensure that programs are cost-effective and that gifted and talented funds are managed wisely.
12. Compile budget and cost estimates based on documented program needs in social studies and gifted and talented.
13. Participate in grant-writing activities to obtain program funding.
14. Assist with the selection and purchase of supplemental equipment and supplies for the social studies and gifted and talented programs.

Policy, Reports, and Law:

15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.