

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES JOB

DESCRIPTION

POSITION TITLE: **Gifted and Talented Coordinator (GT)**

DEPARTMENT/PROGRAM AREA: Professional Development

IMMEDIATE SUPERVISOR: Special Education Director

- I. BASIC PURPOSE AND OBJECTIVES OF POSITION: (SUMMARY STATEMENT)
Provide Administrative Unit and district coordinators with support and guidance for their gifted education programs. Maintain records and prepare and submit required Administrative Unit reports to the Colorado Department of Education. Manage the Administrative Unit Early Access program.
- II. QUALIFICATIONS/STANDARDS FOR THE POSITION:
1. Master's degree with course work related to specific job responsibilities, preferred
 2. Knowledgeable about gifted education and experience in gifted education
 3. Experience in supervision capacity
 4. Must have extensive knowledge and experience in all facets of technology
 5. Proficient public speaker
 6. Ability to communicate with a wide variety of stakeholders
 7. Excellent organization skills and attention to detail as well as self-motivation to carry out assigned responsibilities
 8. Such alternatives to the above qualification as may be acceptable to supervisor
- I. SPECIFIC JOB DUTIES AND SKILLS:
1. Provide, facilitate, organize and/or attend regional workshops, planning sessions, programming opportunities, conferences and meetings to increase the capacity of educators, parents and students within the region to meet the needs of gifted learners and to increase the Gifted Coordinator's own professional learning.
 2. Complete required reports to CDE in a timely manner.
 3. Assist with Gifted Education Monitoring process by collecting required information from the member districts.
 4. Attend the state Gifted Directors meetings – one to two times per year.
 5. Help plan and attend the four GT Network meetings with Gifted District Coordinators – planned with Gifted Education Regional Consultant (GERC).
 6. Manage the early Access process and work with parents and districts.
 7. Assist the Gifted District Coordinator with specific district level needs related to gifted education.
 8. Work with the Business Manager to analyze, evaluate, develop and implement work processes to achieve department mission and to report fiscal expenditures to CDE.
 9. Support district level gifted education as needed.
 10. Complete other duties as assigned by supervisor

II. RESPONSIBILITIES:

1. Attend BOCES Board and Superintendent Advisory Committee meetings, prepare reports and make presentations as needed.
2. Provide leadership to Member School Districts and BOCES personnel in the development and implementation of programs or activities targeted towards gifted education.
3. Coordinate efforts of teachers and administrators in the implementation of gifted education programs.
4. Serve as liaison between CDE and Member School Districts in relation to programs or activities related to gifted education and its requirements.
5. Serve as instructor or facilitator for some professional development offered by SLV-BOCES related to gifted education.
6. Fulfill other responsibilities as designated by supervisor.

V. AUTHORITY

1. To contract with presenter and/or consultants for SLV-BOCES sponsored gifted education events
2. To contract for facilities and meals and refreshments for SLV-BOCES sponsored gifted education events
3. To purchase supplies and materials to support SLV-BOCES sponsored gifted education events.

VI. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the SLV BOCES' policies and procedures.

VII. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year). applicable benefits and position assignment of the employee.

VIII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

