



Job Title: Gifted and Talented Education Administrator

Exemption Status/Test: Exempt/Administrator
In an Educational Establishment

Reports to: Advanced Academics Administrator

Date Revised: February 2018

Dept. /School: Special Programs

Primary Purpose:

Coordinate and provide leadership in the implementation of the district program for gifted and talented students in grades K-12; collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented student and training opportunities for staff serving the gifted and talented population.

Qualifications:

Education/Certification:

Master's degree

Valid Texas administrator certificate

Valid Texas teaching certificate with endorsement in gifted and talented education

Special Knowledge/Skills:

Knowledge of curriculum and instruction

Knowledge of strategies and materials for the education of gifted and talented students

Ability to interpret data

Strong organizational and interpersonal skills

Strong written and oral communication skills

Detail-oriented

Experience:

Minimum of three (3) years as a gifted and talented teacher and/or administrator

Supervisory experience in Gifted and Talented Education preferred

Major Responsibilities and Duties:

Program Management

1. Establish and coordinate the processes and procedures to identify gifted and talented students at all grade levels districtwide including review of student data and testing of students.
2. Coordinate the testing and placement of eligible students in the gifted and talented program.
3. Establish and coordinate the process for monitoring students participating in the gifted and talented program.
4. Work to ensure that the district and all schools are in compliance with Texas State Plan for the Education of Gifted and Talented Students.
5. Consult with curriculum department to develop and provide gifted and talented students with appropriate course work. Provide resources and materials to support staff in accomplishing programs goals.
6. Observe classroom instruction and provide support to classroom teachers to facilitate improvement and innovation.

7. Plan and provide staff development for teachers, counselors, and administrators including sessions on methods for identifying and instructing gifted and talented students.
8. Evaluate the gifted and talented program's effectiveness based on evaluative findings and recommend changes as needed.

Consultation

9. Plan, conduct, and support gifted and talented parent information meetings. Consult with parents, administrators, counselors, teachers, education service centers/agencies, and other relevant individuals regarding gifted and talented students.

Budget and Inventory

10. Participate in the development, preparation, and administration of the gifted and talented budget for supplies, resources, equipment, and testing personnel and materials.
11. Ensure that the gifted and talented program is cost-effective and that funds are managed wisely.
12. Coordinate the selection and purchase of supplemental equipment, resources, and supplies for the program.

Policy, Reports, and Law

13. Compile and maintaining all reports, records, and other documents required.
14. Comply with policies established by federal and state law, the State Plan for the Education for Gifted and Talented Students, and the local school board policy.

Supervisory Responsibilities:

Administrative Assistant.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel; occasional out-of-state travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress in a fast-paced environment

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.