

**Position:** Coordinator of Gifted Services

**Reports to:** Director of Curriculum and Instruction; Director of Student Services

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** To provide leadership in developing and maintaining effective gifted and talented programs and services, aligned and compliant with Ohio Administrative Code requirements for gifted child education.

**Essential Functions:**

- Coordinate the development and implementation of policies, procedures and plans for identified gifted and talented students as directed by the Board of Education and the Ohio Department of Education and Workforce.
- Collaborate with Department of Student Services and Department of Instruction to insure integration of services
- Serve as a communication link between all buildings K-12 as it relates to identification and delivery of services for gifted and talented students
- Direct identification of students as gifted to comply with rules set forth by the Ohio Department of Education and Workforce.
- Administer and score assessments for the purposes of gifted identification and potential accelerated placements.
- Provide consultation on curriculum development, teaching strategies, and appropriate materials for use by classroom teachers in assisting gifted children in the general education classroom.
- Collaborate with teachers and administrators on the necessary documentation of gifted services and notifications to families, including the writing of Written Education Plans and Written Acceleration Plans, per Ohio Department of Education and Workforce requirements.
- Provide information and professional development to teachers, administrators, and other personnel regarding the needs and characteristics of gifted children.
- Provide professional development to all personnel providing service to gifted children in accordance with the Ohio Department of Education and Workforce rules for gifted child education.
- Coordinate direct service activities for gifted children, which may include but is not limited to mentorship, advanced coursework, differentiation of activities in general education classrooms, the information of special seminars, independent study, and interdisciplinary curricular experiences, enrichment, and talent development.
- Consult with regular education teacher concerning modifications, adaptations or alternate assignments in regular education classroom for gifted and talented students
- Consult with regular education teacher concerning grading and evaluation of gifted and talented students
- Consult with classroom teachers, intervention specialists, school psychologists, Director of Student Services, and parents/guardians regarding integration of gifted resources and supports for students who are identified as multi-exceptional, including attendance at IEP or 504 meetings as appropriate.
- Provide leadership and educational direction by meeting regularly with consulting teachers to establish and implement district wide goals.
- Demonstrate knowledge of subject matter and present clear, accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners and needs of educators.
- Consult teachers in planning and implementing appropriate programs for identified students.
- Assist classroom teachers in providing resources that enable gifted children to be challenged in the regular classroom environment.

- Monitor funding received for gifted child education and collaborate with the Director of Curriculum and Instruction and the Treasurer/CFO regarding funding, budgets, and spending related to gifted child education.
- Explore and/or develop new avenues of funding through grant writing and procurement.
- Continuously evaluate the various state, federal, and local special projects related to gifted and talented education and make appropriate reports to the Board, federal, and state governments.
- Represent Norton City Schools at professional meetings relating to gifted child education.
- Attend professional growth seminars, workshops and conferences to keep current on relevant issues and trends as well as local, state and federal mandates and policies regarding gifted education.
- Maintain proper certification.
- Assist school personnel in the placement, service, and guidance of gifted children.
- Assist school personnel in evaluation, on a continuing basis, of the strengths and needs of gifted programs and services assigned to the coordinator.
- Assist school personnel in determining accelerated placements, including Early Entrance to Kindergarten, subject-specific accelerations, whole-grade accelerations, and Early Graduation.
- Coordinate and implement district-wide testing programs for the purposes of gifted identification in compliance with Ohio Department of Education rules for gifted identification.
- Purchase supplies and maintain records relevant for district gifted identification and services.
- Report testing data, results, identifications, and gifted services to district personnel, students, and families as required by state law and district needs.
- Serve as liaison with school personnel, parents, community members, universities and colleges, industry, business, cultural institutions and other interested parties regarding gifted children.
- Communicate with gifted consultants at the ESC, SST, and Ohio Department of Education and Workforce as needed in the course of ensuring district policies and practices align with requirements of Ohio's administrative rules for gifted children education.
- Communicate with the public through an annual presentation to the Board of Education.
- Responsible for completing gifted program evaluations and annual surveys.

**Other Duties and Responsibilities:**

- Responsible for application, administration, and reporting compliance required by Ohio Dept. of Education and Workforce
- Active participation at professional meetings regarding gifted education services
- Communicate with the public, the Board of Education and staff on school efforts
- Recommend policy as it pertains to gifted education
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Holds a valid Ohio Teaching License or Administrative License
- Holds a current endorsement in Gifted Child Education (K-12)
- Minimum of three years of successful teaching experience, supervision, or administrative experience in gifted child education

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate and work effectively with Department of Instruction personnel, administrators, staff, students and parents
- Ability to interpret test scores
- Demonstrate knowledge of characteristics and educational needs of gifted and talented students

**Equipment Operated:**

- Copy machine/computer/fax machine
- Telephone
- Interactive software/projection systems

**Additional Working Conditions:**

- Occasional requirement to travel, e.g. attending workshops outside of the district
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 25 pounds

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education  
Adoption date: March 11, 2024