

Tri-County Area School District  
Plainfield WI

Job Description

JD AM 106  
Updated: September 2009

**Position Title:** **Gifted/Talented (G/T) Coordinator**

**Qualifications:**

- Bachelor's degree of higher education.
- Wisconsin Department of Public Instruction certification in elementary and/or secondary education in the area of assignment.
- Successful teaching or student teaching experience.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:** District Administrator

**Position Function:**

The Gifted/Talented coordinator is a regular professional school employee that facilitates learning experiences of individual pupils on a continuing basis. The work includes, but is not limited to, the selection process, diagnosing educational needs, prescribing teaching and learning procedures, evaluating the effects of teaching, instructing pupils or administering, directing or supervising any educational activity.

**Specific Duties: (These duties will be performed by a team of individuals who work with the student.) The Team:**

- Assesses individual student needs.
- Determines appropriate learning objectives for the student, taking into account the District course of study/curriculum and the assessed needs of the students.
- Plans appropriate learning experiences.
- Continually evaluates and records various aspects of student progress and reports to parents and school personnel as needed and required.
- Communicate the purposes and philosophies of the program to other building staff, the public, and parents.
- Participates in inservice sessions.
- Visit related programs for professional growth.
- Serve as Gifted/Talented team leader.
- Participate in parent-teacher and or student conferences when needed.

- Completes all reports in a timely manner.
- Will conduct G/T selection process in accordance with board policy.
- Develop a program for each gifted/talented student based on all accumulated data.
- Responsible for G/T scheduling.
- Be a resource person to the regular education teacher(s).
- Work cooperatively with parents.
- Is available to students and parents.
- Assists in the development and revision of curriculum that includes goals and objectives for students, course content and learning activities, evaluates procedures and instructional materials.
- Assists in the selection and requisition of books, instructional materials, and supplies to the extent possible.
- Knows and adheres to school district policies, procedures and administrative rules.
- Shares in the sponsorship of student activities and participates on faculty committees.
- Performs other such duties that may be requested.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator