

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** Gifted & Talented Coordinator

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To coordinate the Augusta School Department's Gifted and Talented Program and create sound educational programs for students who qualify for advanced or accelerated individualized services beyond the regular education program.

**QUALIFICATIONS:**

1. Maine Department of Education 690 Gifted and Talented Endorsement
2. Previous experience teaching identified Gifted & Talented students
3. Previous experience designing programming for gifted education programs
4. Strong organizational and communication skills

**PERFORMANCE RESPONSIBILITIES:**

- Consults in the annual review and development of the Gifted and Talented Budget
- Works closely with building administrators, district wide mentors, Gifted & Talented teachers, and specialists to design programming or identified students
- Organizes the screening of K-12 students for Gifted and Talented services in accordance with the policies and procedures set by the Augusta School Department's approved state plan
- Ensures an annual Individualized Learning Plan (ILP) is developed for each identified student and ILPs are updated annually
- Oversees and maintains confidential Gifted and Talented files applicable to ILPs, screening, identification, data collection, correspondence, and other pertinent information to each identified student
- Requests, collects, and records documentation of delivery of Gifted & Talent services outlined in each ILP
- Assists in the coordination of Gifted & Talented staff professional development
- Annually revises and submits the Augusta School Department Gifted & Talented Plan and budget to the Maine Department of Education
- Supports and mentors new Gifted & Talented staff

- Develops and tracks necessary documentation of parent/guardian notification of assessment, identification, programming, and consent of services or support by the Gifted & Talented program and staff
- Works with the Assistant Superintendent to complete local, state and federal subsidy, program overview, student population, and evaluation forms
- Performs all other appropriate duties as assigned

**TERMS OF EMPLOYMENT:**

Administrative Stipend Position, hours and work schedule to be determined on an annual basis.

**EVALUATION:**

The Assistant Superintendent or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.*

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_