

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATOR OF GIFTED AND TALENTED EDUCATION

QUALIFICATIONS:

NJ Teaching Certificate

REPORTS TO:

Department Supervisor

JOB GOALS:

Coordination of the district Gifted & Talented Education Program

PERFORMANCE RESPONSIBILITIES:

1. Development, implementation and on-going evaluation/revision of program identification criteria and procedures.
 - A) Formulation of selection criteria for identification of eligible student participants.
 - B) Collection, review and evaluation of commercially published and locally-developed identification/screening instruments.
 - C) Testing and evaluation of eligible student population to determine final eligibility for program enrollment.
 - D) Consultation with administrative and guidance staff in the scheduling and placement of students in the program.

2. Development of Gifted/Talented Seminar course(s) including both group and individual classroom, co-curricular, and extra-curricular programs
 - A) Collection, review, and evaluation and instructional materials for classroom use.
 - B) Formulation of individual and group instructional objectives for seminar classroom and media center research activities in consultation with classroom Gifted/Talented teacher(s).
 - C) Advising G/T teacher(s) in the formulation of lesson content scope and sequence meeting state requirements for interdisciplinary study in the process.

- D) Structuring and scheduling of individual conferences, group classroom activity sessions, field trips (both in-hours and external), guest lectures/demonstrations, etc.
 - E) Survey, selection, announcement, and coordination of out-of-school contests, enrichment workshops, summer institutes, honorary conferences, etc. (e.g. NJ Institute for the Fine and Performing Arts, Congressional Youth Leadership Council, World Affairs Council, Leadership Training Institutes, etc.)
3. Monitoring of student progress
- A) Formulation of behavioral measurement instruments and standards for formal grading of student participants.
 - B) Application of student evaluation instruments and coordination of grade/credit determination in consultation with other professional staff participants.
 - C) Coordination of conferences, planning sessions, and documentation of student progress indicators.
4. Development of training activities for G/T faculty
- A) Providing information to faculty of specific training sessions in and out of school.
 - B) Providing information of online and offline courses in the field of gifted and talented education.
 - C) Providing information on available conferences and meetings of organizations specific to the field of gifted and talented education as well as the subjects of futuristics, world events, the United Nations and philosophy.

TERMS OF EMPLOYMENT:

Ten (10) month position

ANNUAL SALARY:

To be established by the Board of Education.

EVALUATION:

This position will be evaluated in accordance with Board of Education policies.

BOE APPROVED:

November 16, 2016

