



T U L S A

PUBLIC SCHOOLS

Job Title: Coordinator, Gifted and Talented

Reports to: Assistant Superintendent of Teaching and Learning
Department: Teaching and Learning
Number of Days: 12 Months
Compensation: EL 1
Overtime Status: Exempt
Date Job Revised: April 8, 2013

Position Summary: Responsible for planning, implementation, evaluation and support of a comprehensive K-12 gifted and talented service delivery model.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree in Education (Required)
- Master's Degree (Preferred)

Specialized Knowledge, Licenses, etc.:

- Oklahoma Teaching Certification (Required)
- Extensive knowledge of working with G/T students (Required)

Experience:

- 3 years successful gifted and talented education teaching experience (Preferred)
- Supervisory experience in Gifted and Talented Education is desirable

Specific Training/Skills:

- Proficient in the use of computer technology (*Microsoft Office*) (Required)
- Excellent written and oral presentation skills (Required)

Other:

- Proficiency in Spanish translation oral and written is highly desirable

Scope of Authority:

- Responsible for indicating to principal and assistant superintendent when a site is not in compliance with district gifted and talented policies and procedures
- Responsible for all state reporting
- Responsible for G/T budget(s)

Customer Contacts:

- Internal: Principals, G/T site coordinators, G/T teachers and parents of students receiving services, classroom teachers, district administrators, and community at large.
- External: Oklahoma State Department of Education, community service agencies, state and local department of human services, mental health agencies and private school providers.

Duties and Responsibilities:

- Responsible for planning, implementation, evaluation, and support of all G/T services
- Works collaboratively with principals, G/T site coordinators and teachers to develop an annual district professional development plan designed specifically to meet the learning needs of GT staff, classroom teachers and administrators
- Serves as the chairperson of the District Gifted and Talented Advisory Committee and is responsible for the planning and convening of all G/T committee meetings throughout the school year
- Monitors and expends G/T budget(s) in accordance with established local and state policies and procedures
- Responsible for all district G/T screening
- Responsible for the completion of the annual state gifted and talented report, budget development, all revisions to state-approved plan and certification of accuracy of G/T student database and files
- Conducts routine audits of school-based G/T services to ensure compliance with district G/T plans
- Works with district administration to implement corrective action in the event that a school is not in compliance with the district plan
- Serve as a member of the Assistant Superintendent's Leadership Team
- Maintain positive working relationships with all stakeholders
- Serve as an advocate for the needs of G/T students in a professional and appropriate manner
- Responsible for the preparation of the annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning
- Responsible for other duties as assigned

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