

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

**Chain of Command**

This position reports directly to the Director of Curriculum and Assessment.

**Competencies of the Certified Gifted and Talented Education Coordinator**

The Certified Gifted and Talented Education Coordinator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards and gifted education. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

## Essential Duties of the Certified Gifted and Talented Education Coordinator

- Coordinate and provide for a systematic and continuous program, which will increase the District's effectiveness in meeting the needs of all gifted and talented students.
- Coordinate the planning, implementation, evaluation and support of a comprehensive gifted and talented service delivery model.
- Collaborate with appropriate staff to ensure the identification and evaluation of gifted students in the District.
- Assist the Director of Instruction in routine audits of school-based gifted and talented services to ensure compliance with District program in accordance with established state policies and procedures.
- Facilitate the scheduling, planning and implementation of differentiated curriculum and assessments for identified gifted and talented students with the general education classroom teacher.
- Collaborate, consult and mentor general education teachers with strategies for identified gifted and talented students in higher-level critical thinking skills.
- Support gifted teachers and provides appropriate professional development.
- Coordinate the planning and convening of a District Gifted and Talented Advisory Committee.
- Participate in the preparation of the annual staff allocation and screening for gifted and talented staff, subject to approval by the Director of Instruction and Assistant Superintendent.
- Participate on evaluation teams for gifted students as appropriate.
- Assist the Director of Instruction in completing all state reporting.
- Serve as an advocate for the needs of gifted and talented students in a professional and appropriate manner.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

### Minimum Qualifications

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Gifted Endorsement

Knowledge and experience in the development and evaluation of gifted curriculum and assessment

### Preferred Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Supervisory experience in Gifted and Talented Education