

SCHOOL DISTRICT OF BAYFIELD
GIFTED AND TALENTED COORDINATOR AND TEACHER
(POSITION DESCRIPTION)

QUALIFICATIONS:

1. Appropriate teaching certification as required by the Wisconsin Department of Public Instruction.
2. Possess a degree in general elementary or secondary education;
3. A Master's degree in Gifted and Talented education is desirable;
4. Possess in-depth knowledge of Gifted and Talented educational needs and learning styles;
5. Ability to use diagnostic tests and other tools to determine student's educational needs;
6. Ability to work effectively with students, parents/guardians, colleagues and the general public.
7. Knowledge of K-12 curriculum and related subject areas.

REPORTS TO: Director of Pupil Services and Special Education.

JOB GOAL: To meet the educational needs of gifted and talented K-12 students. To provide and coordinate programming for gifted and talented K-12 students within the classroom and beyond. To provide support to staff to enhance creativity within instructional units and develop enrichment activities within the classroom setting. To provide direct instruction to gifted and talented students.

JOB RESPONSIBILITIES:

1. Oversee a systematic and continuous K-12 Gifted and Talented program;
2. Organize an Advisory Committee of parents, staff and students and coordinate activities of the committee;
3. Coordinate the gifted and talented identification process including the identification of demonstrated achievement and/or potential intellectual, academic, creative, leadership and artistic abilities;
4. Be responsible for gifted and talented programming, including but not limited to: teaching, counseling, monitoring of acceleration, mentoring, individual education plan development, programming and activities including pull-out activities, classroom enrichment and enhancement activities;
5. Develop programs, such as, Midwest Talent Search, Destination Imagination, National History Day projects and College for Kids;
6. Maintain records or scope and sequence of programming;
 - a. Evaluate progress of gifted and talented programming;
 - b. Compile statistics for state audit requirements;
7. Act as the resource person for the regular education and special education teachers;
8. Provide in-service activities to students, staff and parent/guardians;
9. Coordinate public relations efforts for the gifted and talented program;
10. Accumulate resource materials and identify local resource persons to participate in mentorship programs;

11. Perform other duties as assigned.

LEGAL REFERENCE:	Section 118.35	Wisconsin Statutes
	Section 121.02(1)(t)	Wisconsin Statutes
	PI 3	Wisconsin Administrative Code
	PI 8.01(2)(t)	
	PI 34	

CROSS REFERENCE:	Policy 342.3	Gifted and Talented Program
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APPROVED: June 9, 2008

REVISED: July 26, 2010