

**Hernando County School Board
Florida**

FLSA: Exempt, Union

COORDINATOR OF GIFTED PROGRAM

Required Qualifications:

- Bachelor's degree in Education
- Gifted Endorsement
- Minimum of five (5) years experience working with a gifted student population
- Knowledge of best practices of gifted instruction
- Ability to communicate and work with the community in a public relations capacity
- Ability to work with administration, staff, students and parents in an effective manner

Performance Responsibilities:

- Assist in identifying the gifted and academically advanced students
- Provide materials and methods for teaching the gifted
- Assist in the development and continuously monitor curriculum standards for effectiveness of differentiated instruction
- Inform teachers of professional development opportunities
- Assist in Education Plan (EP) development
- Facilitate knowledge related to Education Plan (EP) development to ensure consistency in meeting student needs, district goals and all State Department mandates
- Assist in reviewing, analyzing and relaying information relative to plan development
- Assist in reviewing and relaying information regarding the delivery of instruction
- Conduct ongoing professional development to educate school staff and parents on current best practices relating to gifted education
- Assure that parents are informed of student progress through continuous communication
- Perform other duties as assigned by the Director of Exceptional Student Education and Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and Student Services and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional
Additional summer days may be required (based upon need, available funding, and approval of the School Board)

Job Code:

63012

Board Approved: 05/06/08

Revised: 01/20/09, 05/17/11, 06/10/14