



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Gifted and Talented Coordinator (TOSA)	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Director of Teaching and Learning	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Teaching and Learning, the Gifted and Talented Coordinator (Teacher on Special Assignment) is responsible for implementing the School District's Gifted and Talented Program Model. This model includes a continuum of services for gifted-identified students in the K-8 setting. The Gifted and Talented Coordinator will work closely with, and provide support and resources to classroom teachers in planning for enrichment and differentiation in the instructional setting.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">• Curriculum and Instruction:<ul style="list-style-type: none">a) Researches evidenced-based programs and curricula, and works with the Director of Teaching and Learning and classroom teachers in selecting appropriate materials for classroom use;b) Provides or coordinates training necessary to effectively implement curriculum and instructional materials;c) Is familiar with various methods and principles of learning to best meet the needs of gifted and talented students and district learning outcomes; andd) Provides leadership, coordination, and resources to K-8 staff regarding gifted and talented programs.• Testing and Evaluation:<ul style="list-style-type: none">a) Administers the appropriate assessment(s) to be used as part of the criteria for entrance into the Gifted and Talented program;b) Uses tests for diagnostic purposes and/or placement;c) Interprets and communicates the results of tests to teachers, parents, and other district personnel; andd) Oversees the selection, scheduling, and assessments of gifted and talented learners.• Professional Development:<ul style="list-style-type: none">a) Demonstrates knowledge and application of subject matter;b) Keeps abreast of research and instructional techniques related to gifted and talented programming;c) Provides in-service training for teachers and other support personnel; andd) Takes advantage of courses, in-service training, and conferences in areas of specialization• Policies and Budget:<ul style="list-style-type: none">a) Assists in preparing and managing the district-wide Gifted and Talented budget;b) Stays abreast of state, federal, and public sector grants and opportunities in the area of gifted and talented programming; andc) Ensures compliance with state mandates, state guidelines, and auditable records.• Human Relations and Communication:<ul style="list-style-type: none">a) Communicates the educational needs of gifted and talented learners to administrators, teachers, and other staff;b) Establishes positive working relationships and communication with district staff, administrators, parents, and students;c) Attends grade level, department, or district-wide meetings to assist with programming needs; andd) Exhibits professional and ethical behavior toward fellow teachers and co-workers.

- Performs other duties of a comparable level or type, as required:
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge;
 - b) Attends training sessions, conferences, seminars, district and departmental meetings;
 - c) Keeps abreast of changing developments, trends, instructional and educational technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	Less than high school diploma			Bachelor's Degree	
	High school diploma or GED				
	1 year college		2 years college		
	3 years college	x	4 years college		
x	Bachelor's Degree			Major field of study or degree emphasis: Education and relevant instructional subject area(s).	
	Master's Degree				
	Doctorate				
				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of educational assessment procedures and techniques, test construction, and evaluation methods for gifted and talented students; • Knowledge of resources available to gifted and talented learners; • Knowledge of teaching principles, practices, techniques, and approaches for gifted and talented learners; • Knowledge of the fundamentals of staff leadership and coordination; • Knowledge of observation and feedback techniques; • Knowledge of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases); • Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district. 	

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of one (1) year teaching experience.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Licensed teacher in the State of MN required. Gifted and Talented Certification preferred.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Skilled in planning and developing lesson plans consistent with gifted and talented program curriculum; • Skilled in developing assessment tools, assessing and evaluating student performance and needs; • Skilled in presenting complex materials and concepts in an understandable manner; • Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies; • Skilled in collecting, summarizing, analyzing and interpreting testing or other statistical data; • Skilled in writing and reviewing reports, learning objectives, and tests, and assists in writing and reviewing gifted and talented curriculum using and applying professional/technical concepts, principles and terminology. • Ability to deal effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district. • Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning needs in gifted and talented curriculum and learning approaches.
--	---

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Paraeducator support staff	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.
---	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.