Gifted Process and Testing Coordinator

**Purpose Statement**

The job of Gifted Process and Testing Coordinator is done for the purpose/s of providing accurate evaluations of individual K-12 students in compliance with state guidelines for the gifted identification selection process; coordinating assigned gifted program components and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to the Director of Special Programs.

**Essential Functions**

- Assists with school personnel in the planning of assessment, testing, identification, service options, placement and guidance of K-12 gifted students for the purpose of delivering a District wide gifted services program.

- Attends work on a regular and predictable basis for the purpose of providing students and staff high quality services and instruction.

- Collaborates with district personnel and others (e.g. parents, staff, etc.) for the purpose of implementing and maintaining gifted services and/or programs.

- Coordinates gifted services and programming for students for the purpose of ensuring gifted services are available.

- Coordinates District processes (e.g. review of student data, testing of students, etc.) for the purpose of identifying gifted and talented students in need of gifted services.

- Creates and coordinates the K-12 professional development plan for the purpose of providing continuous training to gifted teachers.

- Develops curriculum and staff-development activities and provides teaching demonstrations for the purpose of modelling appropriate teaching practices or classroom management strategies.

- Evaluates and develops a plan for the purpose of ensuring the District compliance with the state model of Equity of Access to Traditionally Underrepresented Students.

- Facilitates meetings and processes (e.g. transition among building programs and grade levels, etc.) for the purpose of implementing and maintaining programs and services.

- Maintains a variety of manual and electronic files and/or records (e.g. evaluation reports, etc.) for the purpose of providing accurate and accessible information to parents and school officials.

- Notifies parents and staff of students identified for gifted services for the purpose of providing instructional improvement and learning opportunities for gifted students.

- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.

- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing legal requirements.
- Researches a variety of topics for the purpose of ensuring LPS provides innovative gifted programming.

- Serves as a communication link between all buildings K-12 for the purpose of identifying and delivering services for gifted and talented students.

- Submits core data for reporting cycle as outlined by DESE's office of data systems and completes district's annual evaluation report for the purpose of remaining compliant with up to date current practices.

- Uses a forward thinking mindset for the purpose of tackling innovation, especially in the gifted classroom.

- Works in concert with the Director of Special Programs for the purpose of supervising and managing the gifted services.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: gifted education identification process and procedures outlined by DESE and local plan.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities, communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Missouri State Teaching Certificate
Gifted Teaching Certificate

**Continuing Educ. / Training**

**Clearances**
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<tr>
<th>FLSA Status</th>
<th>Approval Date</th>
<th>Salary Grade</th>
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<tr>
<td>Exempt</td>
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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.