

## EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY

JOB TITLE: Supervisor of Gifted and Talented

QUALIFICATIONS: Masters Degree in Education  
Certification in Gifted Education  
Certification as Supervisor or ability to obtain  
Five years of teaching experience, 3 years in gifted/talented  
Familiarity with curriculum/instruction studies  
(Superintendent approval required for any variations from above listing.)

REPORTS TO: Senior Director of Academic Services and Programs

CONTRACT: Ten (10) Months

### JOB DESCRIPTION:

1. Promote principles of effective instruction and suggests methodology, group practices, selection and appropriate uses of teaching materials;
2. Promote the use of technology for student learning and professional growth;
3. Work with curriculum content that is based on research, expertise of teachers and the recommendations of learned societies;
4. Coordinate information sources, data collection and data analysis;
5. Work with EMIS Coordinators to report accurate coding for gifted services;
6. Coordinate direct services activities for gifted children which may include county-wide programs, advanced course work, the formation of special seminars and interdisciplinary curriculum;
7. Evaluate and recommend the strengths and weaknesses of the gifted and talented service models providing recommendations for improvement;
8. Evaluate, utilize and/or interpret pupil identification and evaluation measures, notify parents, teachers and administrators of results;
9. Facilitate district acceleration referrals (early entrance, subject and whole grade) in compliance with the Iowa Acceleration Scale;
10. Plan and implement workshops for grade-level, subject area, building, district or countywide professional development;
11. Provide consultation and collaboration for all teachers of gifted students;
12. Produce brochures, letters, websites and other written materials for teachers, administrators and parents;
13. Act as the liaison between districts and parents;
14. Advise teachers and administrators of changes in the law or regulations affecting gifted education;
15. Seek financial support for program development;
16. Assist districts with state reports required for gifted compliance;
17. Establish and communicate a weekly schedule within each assigned district to collaborate with teachers and administrators;
18. Additional duties and responsibilities as assigned by the Senior Director of Academic Services and Programs.

Revised: 4/4/16