

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: Superintendent

CONTRACT: Ten (10) Months

JOB DESCRIPTION:

1. Remain current and knowledgeable on laws, trends and accountability measures in Gifted Education in Ohio and nationally.
2. Provide consulting and research on evidence-based practices specific to gifted instruction and pedagogy.
3. Collect, analyze, monitor and report gifted data to district administrators and the ODE.
4. Work with district EMIS coordinators to report accurate coding for gifted services to the Ohio Department of Education.
5. Coordinate gifted programming to offer enrichment opportunities to member districts.
6. Screen, assess, identify and report data to parents, teachers and administrators; prepare WEPs and WAPs where appropriate.
7. Facilitate district acceleration referrals in compliance with Iowa Acceleration Scale; assist districts with acceleration placement using objective rubric(s).
8. Produce annual district brochures and service plans and complete the end of the year Self Report on behalf of each district.
9. Keep accurate account of services in order to produce a monthly progress report for each district serving as a communication tool for Supt, Principals, Treasurers, Curriculum Directors and Point of Contacts.
10. Plan and implement high quality professional development correlated to the competency areas and support district Gifted Intervention Specialists with ongoing support and network meetings.
11. Additional duties and responsibilities as assigned by the Superintendent and/or designee.

Revised: 3/5/19