MINIMUM REQUIREMENTS

- Master’s degree in appropriate field or Advanced Professional Certificate
- Meets certification requirements as established by the Maryland State Department of Education
- Five (5) years satisfactory teaching experience
- Demonstrated knowledge, training and/or coursework in gifted education and differentiated instruction
- Demonstrated knowledge and understanding of the cognitive, social and emotional characteristics of the gifted learner
- Experience in administering and interpreting educational assessments
- Evidence of exemplary human relations skills
- Ability to speak and write effectively
- Demonstrated ability to retrieve and analyze data in the warehouse
- Demonstrated ability to plan and implement training and professional development for teachers
- Demonstrated ability to plan and implement all aspects of the testing program
- Demonstrated ability to administer educational assessments
- Commitment to the mission of Charles County Public Schools
- Excellent computer skills

ESSENTIAL JOB FUNCTIONS

- Serves as a liaison between the Office of Instruction, Department of Accountability and individual schools
- Works with Principal to coordinate the Gifted Program and educational assessments at the school level
- Serves as the school Testing Coordinator
- Coordinates gifted education and testing program at assigned site(s)
- Ensures school personnel adhere to testing security guidelines and procedures
- Trains staff, as appropriate, in the administration of tests/assessments
- Coordinates testing schedule and monitors test administration
- Collaborates with teachers to meet the needs of highly able students; works with advanced learners in an instructional setting as appropriate
- Implements procedures to identify gifted learners
- Uses technology to gather and organize data for assessment purposes and the gifted program
- Member of the Instructional Leadership Team; advocates for gifted students
- Designs and implements staff development that supports the School Improvement Plan
- Communicates with parents on system initiatives in gifted education and related school activities; assists with the preparation of summer enrichment programs
- Assists with gifted programs such as Designation Imagination, Chess Tournaments, etc.
• Attends scheduled meetings and trainings, including testing meetings with the Department of Research and Assessment
• Participates in job-related professional development opportunities
• Completes other duties as assigned by the Assistant Superintendent of Instruction and/or Building Principal.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS
The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.