



GLENDALÉ UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

“Preparing our students for *their* future”

April 9, 2026

TEACHER SPECIALIST, GIFTED & TALENTED EDUCATION & SPECIAL PROJECTS TEACHING, LEARNING, & FAMILY ENGAGEMENT DEPARTMENT

DESCRIPTION

The Teacher Specialist for Gifted and Talented Education (GATE) and Special Projects provides leadership and expertise in developing, implementing, and monitoring programs for high-ability learners. This role involves coaching classroom teachers in differentiated instruction, managing the GATE identification process, and overseeing special district-wide or site-specific projects (e.g., Innovation Labs, STEAM initiatives, or Enrichment Academies).

QUALIFICATIONS

Credential

Valid California credential authorizing service as an elementary/secondary teacher.

Experience

1. Successful teaching experience as an elementary/secondary classroom teacher. Minimum 5 years of teaching experience.
2. Deep understanding of the California Association for the Gifted’s Gifted and Talented Education Program Resource Service Guide and experience with differentiated instruction models.
3. Demonstrated experience working with gifted and talented students.
4. Experience providing professional development or instructional coaching (preferred).
5. Excellent communication, collaboration, and organizational skills.

WORK YEAR

Regular school year, 186 days, 8 hours per day. Additional days during the summer/school breaks (if allotted) shall be paid at the per diem rate.

SALARY SCHEDULE

Placement on regular teachers' salary schedule, depending upon training and experience, plus \$285.29 per month for 11 months teacher specialist stipend. Additional hours are required to meet the responsibilities of the funded design and plan for this position.

ESSENTIAL FUNCTIONS

1. Participates in the planning and implementation of the Local Control Accountability Plan.
2. Support the development, writing, implementation, and periodic revision of the District's GATE Master Plan in alignment with state guidelines and district priorities.
3. Assist in ensuring consistency and coherence of GATE program implementation across school sites.
4. Provide guidance and support to teachers in implementing differentiated instruction and curriculum for gifted and advanced learners.
5. Develop and deliver professional learning opportunities focused on GATE strategies and best practices that promote depth, complexity, and rigor.
6. Collaborate with site administrators and instructional leaders to strengthen GATE implementation at the school level.
7. Organize, coordinate, and support district and site-based enrichment and extracurricular activities, including academic competitions, clubs, field trips, and special programs.
8. Assist schools in developing meaningful enrichment opportunities aligned with curriculum goals.
9. Promote student engagement through innovative and rigorous learning experiences.
10. Serve as a resource for families by providing information, guidance, and support related to gifted education.
11. Participate in district committees and initiatives related to curriculum, instruction, and advanced learning.
12. Assist with the GATE student identification process, including screening, assessment, and communication.
13. Support the maintenance of accurate records and data related to GATE student participation and progress.
14. Develop instructional resources and enrichment materials.
15. Conduct classroom visits to model strategies and provide feedback.
16. Respond to inquiries from staff and families regarding GATE services.
17. Assist in the research, application, and implementation of grants related to enrichment and specialized instruction.
18. Act as a bridge between the district and community partners for special initiatives (e.g., local museum partnerships or coding programs).
19. Organize and lead Parent Information Nights and GATE Advisory Committee to help families support their children's unique learning profiles.
20. Prepares reports as needed.
21. Performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Ability to plan, organize, prioritize, and manage time.
2. Maintains a positive attitude towards students, learning, and teaching.
3. Ability to observe and evaluate student activities.
4. Ability to cope with multiple tasks.
5. Ability to drive to sites to communicate and meet with staff and students.
6. Knowledge of, and ability to use, computer-based programs.
7. Ability to communicate effectively by providing clear, concise instruction using academic language.
8. Ability to listen without bias and provide appropriate feedback.
9. Ability to demonstrate proficiency in written and oral English.
10. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
11. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
12. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
13. Excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language preferred

SUPERVISION

Under the direct supervision of the Senior Director, Teaching, Learning, & Family Engagement

APPLICATION PROCEDURES

1. Application Materials

All applicants must submit a letter of application, a resume of training and qualifications, a copy of a valid California teaching credential, and five (5) current references must be included on the application. References will be contacted by telephone during the application process.

2. Application Submission Deadline

All application materials must be submitted via the Frontline online platform **no later than 9:00 a.m. on Thursday, April 23, 2026.** Applications submitted directly to Human Resources will not be accepted.

3. Personal Interviews

After initial screening of all applications, selected candidates will be contacted for a personal interview with administration.

ADDITIONAL INFORMATION

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:

Title IX Coordinator – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, titleix@gusd.net

Section 504 Coordinator – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, nkhemichian@gusd.net

Title II/ADA: Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, kking@gusd.net