

## **Lewis-Palmer School District Position Description**

Position Title: **Gifted Education Facilitator**

Department: School Sites

Contract Days: 182

Reports To: Director of Assessment and Student Achievement

**SUMMARY:** The Gifted Education Facilitator is responsible for the oversight of the District Gifted Education program working directly with District administrators, building principals, and gifted instructors to ensure optimum student learning while maintaining compliance with local, state, and federal procedures, policies and laws.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:**

- Facilitate the collaborative development, implementation and success of the Gifted Education Program.
- Ensure compliance with Federal, State and district requirements through reports of gifted student enrollment, achievement, and improvements.
- Meet with teachers of gifted students to assist in the coordination and improvement of programs and services.
- Support schools in the identification, assessment, and programming of gifted learners.
- Support teachers in implementing best practices for gifted learners addressing the academic as well as social and emotional needs of gifted learners.
- Seek research-based instructional materials for gifted teaching staff.
- Support gifted education teachers in writing and maintaining Advanced Learning Plans for each identified gifted student.
- Collect, analyze and evaluate gifted student data.
- Develop and maintain processes for student progress monitoring, program evaluation and continuous improvement for gifted learners.
- Organize and facilitate the District Gifted Education Learning Team. Participate in faculty and/or district committees, sponsorship of student activities and other duties as assigned.
- Promote positive partnerships and educate families and community members.
- Communicate, collaborate, and problem solve as an effective participant with various professional teams.

**EDUCATION and/or EXPERIENCE:** Master's degree in Gifted Education including all courses to meet credentialing requirements through the Colorado Department of Education.

**CREDENTIAL:** Must have or be eligible to receive a Colorado Professional Teaching License with an endorsement in Gifted Education.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.