

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.5

GIFTED AND TALENTED COORDINATOR K-12 (Job Description)

Qualifications: (1) Must maintain teacher certification; and, (2) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Director of Instruction.

Duties and Responsibilities: The Gifted and Talented Coordinator shall:

1. Serve as chair of the district's gifted and talented advisory committee. (This committee shall be composed of professional staff, administrators, a Board representative and parents/guardians and shall oversee the development, implementation and evaluation of programming which addresses the needs of gifted and talented students.)
2. Assist in financial aspects of the gifted and talented program.
3. Schedule and coordinate the various components of the gifted and talented program.
4. Establish and monitor communications between staff and the district's advisory committee.
5. Develop resources for the gifted and talented program.
6. Consult with teachers regarding appropriate teaching methods for use with gifted students.
7. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The Director of instruction shall complete an evaluation in accordance with Board policy.

Terms of Employment: The Gifted and Talented Coordinator shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Education Association (I-SEA). Any additional days shall be reviewed and approved or rejected by the District Administrator.

LEGAL REF: Section 121.02(1)(q) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 8.01(2)(q)

CROSS REF: 538, Professional Staff Evaluation

APPROVED: May 14, 2001

REVISED: February 14, 2005
June 11, 2012