



## COORDINATOR IV: GIFTED PROGRAMS AND ADVANCED LEARNERS

### **DEFINITION:**

Under the general direction of the Director of Student Support Services, provide support for implementation of CA Standards and Frameworks for Gifted and Talented Education (GATE) and Alternative Program for Academically Advanced Students (APAAS) in 3rd-6<sup>th</sup> grade, oversee and conduct professional learning, and assist in development, implementation and evaluation of curriculum and instruction for GATE clusters and other advanced learners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Demonstrate an understanding of CA Standards and Frameworks for all advanced learners and support implementation
- Assist in the development, implementation, and evaluation of curriculum and the instruction for all advanced learners including GATE clusters and APAAS classrooms
- Assist in the collection, interpretation, and use of data and assessment results to evaluate students' readiness to participate in the GATE and APAAS programs
- Coordinate learning opportunities for GATE, APAAS and advanced learners across all applicable school sites and grade levels
- Coordinate GATE, APAAS and advanced learners instructional materials adoptions
- In collaboration with the Director of Student Support Services and the Director of Professional Learning, coordinate professional learning and provide resources for teachers
- Prepare and conduct GATE professional learning sessions for teachers each year, APAAS professional learning sessions, and other professional learning opportunities for teachers
- Facilitate and model effective collaborative communication to support Professional Learning Communities and the implementation of the learning cycle
- Attend district meetings as required
- Attend off-site GATE training provided by educational groups to stay current on educational trends in GATE programs and other programs supporting advanced learners
- Serve as GATE liaison to Community Advisory Committee for Gifted and Talented Education (CAC-GATE)
- Conduct regular meetings with CAC-GATE Executive Board
- Conduct parent meetings for all GATE/APAAS parents (CAC-GATE)
- Support and or/provide site-based parent presentations or events
- Oversee and assign duties for GATE Mentor(s)
- Collaborate with teachers at each site and provide support for GATE teacher representatives
- Conduct a meeting for this group once yearly
- Provide support at each site for GATE parent representatives. Conduct a meeting for this group once yearly
- Collaborate with Orange County Council for GATE (OCCGATE)
- Maintain Canvas site for advanced learners
- Other duties as assigned

**QUALIFICATIONS GUIDE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Knowledge of current research in the area of gifted and talented education, including applicable state and national standards
- Knowledge and expertise in instructional strategies for all students, including practices in differentiated instruction, response to instruction, response to intervention
- Exhibit comprehensive knowledge of, and experience with, effective presentation strategies
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California
- Knowledge of state funding allocation methods

**ABILITY TO:**

- Communicate and collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups

**EDUCATION:**

A Master's degree from an accredited college or university is preferred.

**LICENSES/CREDENTIAL:**

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Possession of a valid California driver's license

**TRAINING AND EXPERIENCE:**

Five years of successful certificated teaching experience.

**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 sit and talk or hear. The employee is occasionally required to walk.

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.

The noise level in the work environment is usually moderate.

Revised: 7/1/2019