

**JOB DESCRIPTION**  
**Cumberland County School District**

**GIFTED EDUCATION COORDINATOR**

**Purpose Statement**

The Gifted Education Coordinator is responsible for providing leadership in the area of gifted services and education for the entire district. Position objectives include overseeing district services for gifted students; studying, evaluating and implementing innovative techniques and methods; providing leadership in the development, articulation, and implementation of an exemplary gifted services program; and improving the services and program through evaluation; and developing and coordinating the district-wide staff development program for gifted education.

This job reports to Director of Special Education.

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**Essential Functions**

- Provides coordination and expertise to ensure systematic and continuous PreK-12 special education services and programming in planning for the exceptional needs of identified gifted students and high achieving students.
- Establishes and promotes communication and collaboration with school administration, staff, and parents.
- Develops and implements an ongoing professional development plan in collaboration with Director of Special Education.
- Submits appropriate reports to administrations, staff, parents, and community.
- Assists staff in developing specialized learning activities for students who have needs beyond the classroom curriculum to include: cluster grouping, pull-out programs, cross grade offerings, out of level offerings, internship, independent projects, dual enrollment options, etc.
- Confers, counsels, trains, and assists site administrators and school staff regarding special education gifted eligibility procedures and compliance requirements. Works to forecast, plan, implement and improve services to ensure that every student receives supports that are needed.
- Assists principals, teachers, and other student support services staff as necessary in identifying needs, instructional goals, program placement and design of individualized education programs and individualized learning plans.
- Attends and participates in appropriate meetings, conferences, conventions, etc.
- Remains current on latest research and development in gifted education.
- Works with school staff in developing and implementing services/program expectations and professional development.
- Performs other tasks and accepts other responsibilities as assigned.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating a variety of technology in a instructional setting; and the ability to work collaboratively with others maintaining relationships, instructional design skills; and problem solving.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: creating multimedia and digital video presentations and promotions; policies and regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. Organizational and planning abilities; ability to work effectively with individuals and groups; and broad knowledge of elementary and secondary education goals, objectives and curriculum.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** General education or special education license with gifted education endorsement or Employment Standard in Gifted Education. Gifted teaching experience is desired.

**Education** Bachelor's Degree or Above

### **Requirement**

This is a certified position.

### **Certificates & Licenses**

Valid Tennessee Teaching License  
Valid Driver's License/Evidence of Insurability

### **Continuing Educ./Training**

Maintain Licensure

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**