



2023-2024 School Year Job Posting

TITLE: Gifted Coordinator

QUALIFICATIONS:

1. Certification: Ohio Gifted Intervention Specialist license/certificate, or endorsement for Gifted Education
2. Education: Minimum of Bachelor's Degree/Teaching Certificate
3. Experience: Gifted Coordination experience preferred

RESPONSIBLE TO: Gifted Supervisor; Superintendent

FUNCTION: Administers and coordinates Gifted and Talented services and programs for member districts alongside the OVESC Gifted Supervisor

SALARY: Based on pay scale and experience

RESPONSIBILITIES:

1. Assist in the identification of students who are gifted (testing, WEPS, etc.)
2. Inform parents and others about the characteristics and educational needs of gifted children.
3. Consult with school personnel about ways to develop and adapt curriculum, materials, and teaching strategies.
4. Coordinate experiences such as: mentorship, advanced coursework, special seminars, independent studies, interdisciplinary curricular experiences, internships, and career explorations, visual and/or performing arts experiences, and distance learning.
5. Develop educational evaluations and accountability procedures, curriculum and staff development activities, and instruction or classroom management strategies.
6. Provide teaching demonstrations to model teaching practices. However, coordinators shall not be assigned to regular scheduled teaching duties.
7. Assist school personnel in the on-going evaluation of the effectiveness of gifted education services for the child, including input from parents of children who are gifted.
8. Serve as a liaison, among children who are gifted, school personnel, parents, community members, colleges, and universities, industry, business and cultural institutions, and other interested publics.
9. Complete all required state and federal forms.
10. Assist school personnel in ensuring that required documents regarding gifted identification procedures and written criteria for placement in gifted services are accurate and accessible to parents and other stakeholders.

All interested applicants email
Gifted Supervisor-Kalee Gates
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