



TITLE: Gifted Intervention Specialist

QUALIFICATIONS:

1. Hold licensure or endorsement in gifted education **and**
2. Participate in ongoing professional development related to gifted education as documented on the Individual Professional Development Plan
3. Such alternative to the above qualifications as the OVESC Board find appropriate and acceptable.

RESPONSIBLE TO: Superintendent, or Designee

FUNCTION: Administers and directs Gifted and Talented Intervention programs.

RESPONSIBILITIES:

1. Provide services in the following settings consistent with the Operating Standards for Identifying and Serving Students Who are Gifted:
 - a. With a maximum of 20 students at one time in a full time self-contained classroom where the GIS is the teacher of record,
 - b. With a maximum of 20 students at one time and a maximum caseload of 80 students in a co-teaching setting with cluster grouping,
 - c. With a maximum of 20 students at one time and a maximum caseload of 80 students in a resource room/pullout setting.
2. Assist in the development and coordination of new programs for the Gifted and Talented.
 - a. Work in coordination with other teachers, educational personnel, and community members in planning and developing programs and curriculum.
 - b. Provide support for general education teachers serving gifted students.
3. Majority of the intervention specialist's time shall be spent providing direct instruction to gifted children.
 1. Prepare, implement, and evaluate the yearly written education plans for students based on individual needs, for all students served.
 - a. Provide instruction and services that are consistent with the gifted child's Written Education Plan.
 - b. Design or select appropriate instructional modifications for gifted students



2. Provide assistance in the referral, screening, and evaluation processes for potentially gifted students.
3. Provide appropriate schedule and modifications and other information to teachers and principals as needed.
4. Provide direct consultation to regular classroom teachers who work with gifted students in their classrooms.
5. Participate in in-school staffing and evaluation teams, IAT, and IEP conferences as appropriate for gifted students.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend training sessions as determined by state or district policies and procedures
2. Attend professional development meetings and in-services as required
3. At the request of the supervisor, attend parent conferences, home visits, or team meetings with school staff,
4. Such other duties as assigned by the OVESC Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of public school policies and practices
6. Basic computer skills
7. Ability to operate various office equipment
8. Commitment to education

ADDITIONAL WORKING CONDITIONS:

1. Occasional requirement to travel
2. Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
3. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.



My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____