

RESPONSIBLE TO: SUPERINTENDENT or Designee**BASIC FUNCTION:**

To support students identified for the Talent Pool in reaching their individual learning goals, and to assist the faculty in meeting the educational needs of identified students. Provide leadership and assistance for the development, implementation, coordination and evaluation of all preschool programs to assure an appropriate developmental program for all children.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO TEACHER JOB DESCRIPTION:

- Serve as a liaison between the school district and the Kentucky Department of Education Maintain accurate, complete, and confidential records as required by state G/T regulations
- Complete all plans, correspondence, annual reports, and budgets related to requirements from the Kentucky Department of Education
- Administer tests and analyze data for the identification of students for G/T services
- Provide leadership to the faculty in identifying and meeting the needs of gifted students including development and implementation of Gifted Students Service Plan (GSSP)
- Attend meetings and conferences as necessary to accomplish duties
- Study professional literature and current research to keep abreast of effective programs and trends related to instruction and disseminate this information to school staff
- Assist schools with the Comprehensive Planning process in relation to G/T education
- Provide for student experiences beyond the limits of regular classroom instruction
- Address students' social/emotional needs through referral to appropriate materials, personnel, and/or agencies
- Work to keep parents or guardians of all identified students informed of enrichment opportunities beyond regular classroom experiences
- Report student progress related to the Gifted Students Service Plan to a parent or guardian at least once each semester
- Administer screenings and collect data needed to determine members of the Talent Pool
- Report attendance, discipline, and like problems to the building administrator
- Continuously strive to improve professional competence and collaboration with colleagues and communities
- Assists staff with the implementation of regulations involving confidential information
- Provides leadership for and effectively coordinates those programs for which he/she is especially responsible
- Keeps up to date with state regulations, projects and programs offered relevant to the needs of preschool children in the district
- Prepares and assists the superintendent with reports and information for the Board of Education required by state regulations
- Guides staff in planning and implementation of funded programs
- Supervises the compiling of financial reports and analyzes them to determine status
- Prepares and monitors budgets of all programs supervised.

OTHER JOB RESPONSIBILITIES:

- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Meade County Public Schools
- Follow the procurement guidelines and purchase order process
- Disseminate information/resources in areas of responsibilities
- Supervises and provides performance evaluations for assigned personnel
- Maintain proper care and safe use of district equipment and property
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services
- Maintain confidentiality and privacy of all school records
- Is familiar with and incorporates the use of technology in daily tasks
- Adheres with federal, state and district program guidelines, policies, procedures and laws
- Maintains a central tracking system regarding identification, evaluation and placement of students
- Assists support personnel (psychologist, physical therapists, etc.) with their roles in the educational program
- Adheres to the State Professional Code of Ethics
- Assist as needed with other state and/or federal programs
- Perform other tasks and assume other responsibilities as may be assigned by the Instructional Supervisor or Superintendent

Interpersonal Relationships:

- Demonstrates positive collaborative relationships with students
- Demonstrates positive collaborative relationships with staff
- Demonstrates positive collaborative relationships with other administrators
- Demonstrates positive collaborative relationships with parents/community

Professional Responsibilities:

- Is punctual in the performance of duties
- Participates in professional development activities to continually upgrade skills
- Makes studies of new practices and techniques for improving the keeping of records
- Attends meetings and other school related programs as necessary and appropriate
- Develops and implements KERA activities that are designed to carry out the goals of the school district
- Follows the policies and procedures of the school district

Terms of Employment:

- Basic contract is for 240 days per year with the salary determined by the District Board approved salary schedule
- Extended employment may be added by the Superintendent only

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

QUALIFICATIONS: Requires endorsements/permissions as Gifted and Talented Coordinator and Preschool Instructional Supervisor.

My signature below indicates that I have been given a copy of my job description.

Name

Date