STATEMENT OF PURPOSE

The purpose of the position of Coordinator for Gifted/Talented Program is to coordinate and oversee the Natrona County School District (NCSD) Gifted and Talented (G/T) Program; create parental awareness of individual school programs as educational options for students; and work with leaders in the area of Gifted and Talented.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the appropriate placement of each G/T student.
2. Research, develop, and implement opportunities for secondary gifted and talented students.
3. Establish and maintain a resource bank of materials and books.
4. Communicate with parents, teacher, and administrators.
5. Liaise with relevant associations and other external agencies.
6. Promote the use of competitions, clubs, and special events in tandem with K-12 schools and G/T students.
7. Create an awareness of community resources available to teachers, parents, and G/T students.
8. Work with established G/T parent group to provide materials, guest speakers, and other assistance.
9. Serve as student advocate to advise appropriate curriculum and relevant social and emotional support.
10. Keep informed about current trends and research concerning Gifted and Talented (G/T).
11. Provide leadership for the development and implementation of K-12 G/T curriculum.
12. Work with the G/T counselor to ensure that students are getting social/emotional support.
13. Continue to revise evaluation methods to support NCSD standards and ensure that students are learning at their optimum learning levels.
14. Build bridges for mentoring G/T students.
15. Maintain student data records.
16. Report to Board of Trustees on current status of program.
17. Perform other duties as assigned.

EDUCATION and/or EXPERIENCE

1. Masters Degree in an education field
2. Valid and current Wyoming teaching certificate
3. Advanced coursework or training in the education of the gifted and talented child
4. Five years teaching experience
5. Three years of administrative or supervisory experience is desired
6. Experience in working with gifted and talented students is desired
7. Experience in grant writing, implementation and management is desired
8. Endorsement in Gifted and Talented is desired