



REVISED:  
07/01/2018

JOB TITLE:	GIFTED & TALENTED/ADVANCE PROGRAM COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS + 10 EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4231
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
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Provides leadership, guidance, training, and support to students, teachers, and parents relative to the Advance Program in JCPS schools. Ensures compliance and implements programs and procedures as recommended by the KY Department of Education Gifted/Talented Division pertaining to state Gifted and Talented regulations. Contacts outside the unit are limited to routine matters; requires routine supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Provides leadership to the JCPS Advance Program and identification of students for Gifted and Talented services
- Serves as liaison with other units, departments, or outside agencies as required
- Makes recommendations regarding implementation of Gifted and Talented and JCPS Advance Program services and evaluates effectiveness and evaluates effectiveness as assigned
- Maintains communication and works closely with district staff, local school staff, and the community regarding information, developments, and implementation of Gifted and Talented and JCPS Advance Program services
- Prepares and/or assists in preparation of reports, records, and other documentation as required
- Accumulates and researches data, documents, and other pertinent information as required
- Assures compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment
- Prepares, delivers, or assists with training opportunities as appropriate
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS
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- Master's degree with valid Kentucky Teaching Certificate
- Gifted education endorsement
- Five (5) years successful teaching experience
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS
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Kentucky Professional Certification in Administration and/or Supervision