



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

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

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

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

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

Kentucky Professional Certification in Administration and/or Supervision