

Title: Teacher on Special Assignment for Gifted Education (Gifted Program Facilitator)

Qualifications:

1. Master's degree or higher from an accredited institution preferred.
2. Currently hold or eligible for Florida teaching certificate in Elementary, Middle School, or Secondary School with the Gifted Endorsement.
3. Five years of teaching experience in Gifted Education.

Reports to: Director of Exceptional Student Education

Job Goal: To determine eligibility, ensure procedural safeguards, develop education plans (EP) and placement procedures for all gifted eligible students, and develop and monitor special programs for gifted students.

Essential Functions:

- Compiles, reviews, and interprets comprehensive evaluation data in order to determine eligibility/ineligibility for gifted program.
- Schedules eligibility/ineligibility staffings for all evaluated students, prepares staffing agenda for EP meeting, notifies all concerned persons, and verifies compliance of staffing decisions with IDEA law and district policies.
- Serves as designee of director at all EP staffing/annual review meetings.
- Assists with maintenance of a current central/automated data file of all gifted exceptional students.
- Keeps abreast of all federal, state, and school board regulations which affect gifted exceptional student education.
- Keeps abreast of all educational alternatives which may be available within the school system.
- Keeps abreast of Transportation Department procedures and assists in planning appropriate transportation for eligible gifted students at schools that require this transportation.
- Assures confidentiality of any personally identifiable data and provides Procedural Safeguard information as required.
- Provides on site, school based technical assistance or support, when requested, in areas including, but not limited to:
 1. Developing and writing EP's for each gifted student
 2. Assistance in teaching skills written in the EP
 3. Helping with the selection of materials to enhance the gifted curriculum
 4. Teaching General Education and Gifted teachers skills that they can use in their classroom's with their gifted students
- Assists in internal program reviews and evaluations, and pre-audit preparation for state monitoring.
- Assists in developing annual programs and procedures for Gifted Education.
- Coordinates and assists in initiating and developing gifted student education curricula.
- Assists in planning and conducting staff development programs.
- Functions as liaison between gifted education programs, community agencies and organizations as directed.
- Assists the director in determining program growth as established through FTE analysis, staffing patterns, and needs assessments.
- Assists in developing and implementing public relations and teacher/parent education programs.
- Prepares and submits reports as requested by the director.
- Participates in committees and meeting as requested by the director.
- Performs other duties as assigned by the Director of Exceptional Student Education.

- Provides own method of transportation to various locations when required.

Length of employment: 10 months

Salary: Based on the adopted salary schedule for instructional personnel.

Evaluation: Annual evaluation by the Director of Exceptional Student Education in accordance with the Master Contract, local policies, and state law.

Environmental: Activities occur inside and outside, subject to indoor and outdoor environmental conditions.

Equipment: Audio-visual operation, intermediate level computer skills.

Supervision Control: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision.