

Gifted and Talented Responsibilities:

1. Building a K-12 program under approval guidelines and timetables.
2. Assist in organizing building level and corporation in-service that supports the philosophy and goals of the Gifted and Talented Program.
3. Administer State, Federal, and private sector grants dealing with the Plymouth Community School's Gifted and Talented Program.
4. Assist in the selection of all personnel employed to work with the Gifted and Talented Programs.
5. Assist personnel employed in specific Gifted and Talented Programs with program design, resources, and support.
6. Communication of program status to the School Board, administration, staff, students, parents and the Plymouth School Community.
7. Maintain the Gifted & Talented Resource Room for PCSC.
8. Prepare state reports as required.

SUPERVISORY RESPONSIBILITIES:

Serving as a mentor and advisor to certified and non-certified staff assigned to the program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE:

Four-year college or university program elementary certificate plus a reading endorsement.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to teach basic mathematical concepts as needed. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations as required for completion of Title I reports.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMMUNICATION ABILITY:

Ability to establish good working relationship with administration, teaching staff, parents and students in advocacy for the Title I Program.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, map publications, reference books, textbooks, computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

185 days. Salary to be determined by identifying experience and degree in the salary schedule.

EVALUATION:

Appraisal is described in the staff evaluation document.

Revised 10/9/06