



Little Rock School District

JOB DESCRIPTION

Position Title: Gifted and Talented Program Director

Prepared Date: 01/18/2022

JOB GOAL:

Director of Gifted and Talented Programs (GT) leads the development, organization, implementation, coordination, and evaluation of the grades K-12 instructional programs as they pertain to GT Programs, Honors, and Advanced Placement (AP) courses. The Director is also a generalist assisting in curriculum development activities, training, professional development, meeting GT standards, and all other logistical and consultative support related to Gifted and Talented Programs.

TERMS OF EMPLOYMENT:

Eleven (11) month (220 days) contract, Pay 802 Grade 24, plus Benefits Package. **NOTE:** Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

QUALIFICATIONS:

1. A master's degree in Gifted Education and meet Arkansas licensure requirements for add-on endorsement in gifted education --Arkansas licensure code 237, 238, 278, 289, 305/306, 314/315, or 340 required.
2. At least two years' successful teaching experience required in a gifted environment and two years' excellent administrative experience as a Supervisor preferred.
3. Knowledge of curriculum development, standards, assessment, and successful teaching methods for gifted education including successful experience with parent and staff involvement.
4. Proficient in the use of computer technology (Microsoft Office) and excellent written and oral presentation skills including strong interpersonal and organizational skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Coordinates the operation of the GT Programs designed to meet district's goals and priorities while also meeting standards established by the Arkansas Department of Education.
2. Coordinates GT advisory council groups.



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3. Researches information regarding recent trends, developments, and publications in elementary and secondary education, instructional management and supervision pertaining to GT education.
4. Works cooperatively with District employees to develop programs requiring interdisciplinary and inter-departmental cooperation.
5. Prepares and submits all reports required by the District, State, and Federal Agencies/Offices.
6. Maintains data/records regarding statistical information needed for program operation.
7. Coordinates the selection and purchase of appropriate materials for program operation.
8. Assists principals in the selection of program personnel and observes/advises program personnel.
9. Oversees Pre-AP, AP, GT Seminar, and AAIMS (when applicable).
10. Perform other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.