

TITLE: Gifted & Talented Coordinator

DEPARTMENT: Hannahville Indian School

DIVISION: Gifted and Talented

SUPERVISION EXERCISED: All Gifted & Talented students

QUALIFICATIONS: Michigan Teacher Certificate with a Degree in major area of study, plus 3 years experience with tribal school in the area of Gifted and Talented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Shall be the official agent of the school district in the Gifted & Talented educational planning and placement for those eligible for Gifted & Talented.**
- 2. Shall inform the Board of the numbers receiving Gifted & Talented services.**
- 3. Shall inform the Board of the services being provided.**
- 4. Attend all Gifted & Talented meetings held by the Delta Schoolcraft Intermediate School District and Bureau of Indian Affairs.**

ASSESSMENT

- 1. Serve a member of the Team providing supportive assessment data and consultation to team members as assigned.**
- 2. Guide and direct gifted & talented students in the development of the educational needs.**
- 3. Provided appropriate recipient parties with all written reports compiled as part of the referral process.**

CONSULTATION

- 1. Provide specifically designed educational process to meet the unique needs of gifted & talented children in accordance with the directives.**
- 2. Serve as liaison between the school and external agencies to coordinate gifted & talented services.**
- 3. Develop services to address the needs of students and their families when such needs impair students school adjustment to receive maximum benefits from the school experience.**

In-Service

1. Upon request, represent the Hannahville Indian School in offering various presentations to educational groups, community agencies, and staff regarding topics pertaining to the field of gifted & talented.

Records/Reports

1. Collect and provide the necessary administrative data for required reports.
2. Provide the necessary information required for monitoring activities.
3. Attended scheduled student meetings.
4. Maintain working files for each student caseload.
5. Prepare all mid-year and final reports for state and federal agencies.

PERIPHERAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by the Principal.

TOOL AND EQUIPMENT: Personnel computers, telephone, copier and FAX machines.

PHYSICAL DEMANDS: Prospective employee must be physically and mentally capable to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work is performed in a typical office setting located in a school and as well as a classroom environment. May involve some travel including overnight. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check, job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____

Date _____

Signature _____

Date _____

Signature

Date