

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **CONSULTANT FOR GIFTED SERVICES**

#### **Minimum Qualifications:**

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize community support for independent study activities.

**FLSA Classification:** Exempt

**Reports To:** Executive Director of Student Services

#### **Job Objectives:**

Administers the service center's gifted program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the director of professional development and school improvement informed about emerging issues.

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations, however the list below is not ranked in order of importance."

- Directs the delivery and continuous improvement of gifted programs to achieve written, implemented, and assessed curricula and mandated proficiencies.
- Upholds Board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Builds community/school partnerships that enhance the service center's operational effectiveness.
- Helps implement the services center's continuous improvement plan. Collaborates with partner schools and advisory committees to identify, develop, and implement necessary programs and innovative services.
- Provides visual performance and arts gifted identification.
- Develops mentorship programs within districts and their community.
- Develops a strategy to accomplish personal performance objectives within specified time lines.

- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Keeps current with the K-12 courses of study, scope and sequence framework, and state standards/guidelines.
- Complies with state model policies and procedures for the education of students identified as gifted.
- Monitors education laws, rules, and regulations. Develops and/or updates administrative guidelines and procedures to comply with legal mandates.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Assists school personnel in the identification, selection, placement, and guidance of gifted children.
- Provides in-service to parents, mentors, aides, administrators, and general education personnel regarding the characteristics and educational needs of gifted children.
- Provides consultation on curriculum development, teaching strategies, and appropriate materials for use by classroom teachers in assisting gifted children in the regular classroom.
- Coordinates direct service activities for gifted children that may include mentorship, advanced coursework, the formation of special seminars, independent study, and interdisciplinary curricular experiences.
- Develops educational evaluation and accountability procedures, curriculum and staff development activities, and instructional/classroom management strategies. Provides demonstration teaching as needed to facilitate the provision of appropriate education for gifted children. Note: coordinator is not assigned classroom-teaching duties.
- Helps school personnel evaluate the strengths and weaknesses of assigned gifted programs. Provides district administrators an annual written assessment report.
- Serves as a liaison and information resource to school personnel, parents, community members, universities/colleges, industry, businesses, cultural institutions, and other interested parties.
- Participates in the evaluation and selection of new books, equipment, and other instructional materials.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Coordinates placement procedures.
- Ensures that services are provided in the least restrictive educational environment.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.

- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance. Collaborates with administrators to improve staff competencies. Supports opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- Encourages and supports partner school activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020