

Job Description
Sedgwick County Educational Services Interlocal Cooperative #618

Gifted Facilitator

Purpose Statement

The job of Gifted Facilitator is done for the purpose(s) of providing support to the instructional process with specific responsibility for facilitating instruction of gifted students; supervising gifted students within the classroom and other assigned areas; coordinating enrichment activities; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, professional staff, and administrators in addressing instructional and classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Principal.

Essential Functions

- Assesses student progress towards objectives, expectations, and goals for the purpose of providing feedback to teachers, students, parents, and administration.
- Collaborates with instructional staff, appropriate school personnel, and parents in a variety of activities (e.g. enrichment activities, intellectual peers interactions, clubs, concurrent enrollment, etc.) for the purpose of improving the overall quality of student achievements.
- Counsels students, parents, and legal guardians for the purpose of communicating expectations, student achievements, developing methods for improvement, and reinforcing classroom goals.
- Demonstrates innovative pedagogical approaches that engage learners for the purpose of providing an effective program that addresses individual student requirements.
- Differentiates classroom work (e.g. instructional methods, materials, content, etc.) for the purpose of providing students with instruction that address individualized education plans.
- Facilitates student learning for the purpose of engaging learners in intellectual enrichment.
- Maintains a variety of confidential and non-confidential manual records (e.g. assessments, IEPs, grades, etc.) for the purpose of documenting activities and providing reliable information.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Participates in a variety of meetings (e.g. IEPs, general education intervention meetings, preassessment teams, etc.) for the purpose of conveying and gathering information required to perform job functions
- Prepares a variety of written materials (e.g. student IEPs, grades, attendance, anecdotal records, progress reports, lesson plans, etc.) for the purpose of documenting student progress, meeting mandated requirements, and communicating information to other parties.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to the law and school policies as a mandated reporter.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information, and direction.
- Serves as a student case manager for the purpose of ensuring each student is receiving services and IEPs are in compliance.
- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and individual student plans.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations, and laws; age appropriate activities; lesson plan requirements; stages of child development; methods of instruction and training; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; exhibiting tact and patience; demonstrating flexibility and creativity; organizing tasks; maintaining confidentiality; meeting deadlines and schedules; and communicating with diverse groups.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 60% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

KSDE Approved Licensure

Valid Kansas Drivers' License and evidence of insurability

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

FLSA Status
Exempt

Approval Date

Salary Grade