

NORTHEAST ARKANSAS EDUCATION COOPERATIVE G/T SPECIALIST POSITION

The NEA Education Co-op will be accepting applications for a .50 FTE GT Specialist. Requirements include a master's degree with an endorsement in Gifted Education and three years of experience in education. Applicants must meet qualifications, have skills in communication, organization and have an energetic approach to the field of gifted education. Contact Donna Harris at 1-870-886-7717 or visit our website at (<http://nea.k12.ar.us>) for more information and additional requirements. Applications will be accepted until January 8, 2019 or until the position is filled.

ADE Requirements:

1. The GT Specialist must maintain a current teaching license including a master's degree with an endorsement in gifted education; three years of experience in education, public school administration, or a related field of experience in working with or coordinating gifted programs.
2. The GT Specialist must demonstrate a thorough knowledge of the best practices in gifted education for grades K-12.
3. The GT Specialist must demonstrate a thorough knowledge of the state standards; federal laws; guidelines related to Gifted and Talented and Advanced Placement programs, policies, and procedures; and the monitoring process.
4. The GT Specialist must demonstrate adult learning theory in delivery of professional development and/or technical assistance and the ability to take a leadership role in providing professional development.
5. The GT Specialist must demonstrate efficient utilization of current technology for communication, data collection and reporting.
6. The GT Specialist must have the ability to assist in the implementation of the state Gifted and Talented and Advanced Placement program; the ability to provide assistance regarding state requirements for Gifted and Talented and Advanced Placement Programs; and the ability to research, analyze and evaluate programs.

ADE Reporting Requirements:

1. The GT Specialist will prepare a quarterly newsletter for the months of January-March, April-June, July-September, and October-December prior to the beginning of each quarter.
2. The GT Specialist will submit GT Coordinator meeting agenda prior to the meeting dates.
3. The GT Specialist will submit all required evaluation documents to ADE.
4. The GT Specialist will complete additional documentation and data collection as requested by ADE.

NEARK CO-OP Priorities:

1. Communicate with GT Coordinators and Facilitators as well as AP Coordinators on a regular and timely basis using various means such as: E-Mail, Co-op website, telephone, mail and other media.
2. Communicate a positive and energetic approach to the field of gifted education.
3. Be prompt about office hours and meetings.

4. Submit required ADE information in a timely manner.
5. Assist Gifted and Talented personnel in the Co-op schools with co-op planned events, professional development, ADE Zoom meetings, GT Coordinator meetings, AP training and various other areas as developed.
6. Be prepared to help GT Coordinators establish a calendar of events and activities for the school year and remind them in a timely manner about said activities.
7. Create forms for events and place them on the webpage and send as word documents.
8. Complete co-op room assignments in the red scheduling book.
9. Be prepared to set up and supervise GT Co-op activities and events such as: 3rd and 4th grade Quiz Bowl, 5th and 6th grade Quiz Bowl, Jr. High Quiz Bowl, Jr and Sr Chess Tournament, Elementary Chess Tournament, Story Store, Project Fair, productions provided through grants, and various others as needed by Co-op GT programs.
10. Develop agendas for meetings and provide copies to participants.
11. Order trophies and ribbons, quiz bowl questions and other needed materials in a timely manner as needed for events.
12. Arrange for meeting places for co-op events if they are not held at the Co-op facility.
13. Complete purchase order pre-approval and purchase orders prior to spending funds on events.
14. Attend statewide GT meetings (AGATE, AAGEA and GT Specialists) as appropriate.
15. Keep records of meetings, payment for events and other items as developed.
16. Assist in the Annual Report to ADE in regard to the Co-op Gifted Program Grant.