

Director of Gifted Education

Reports to: Assistant Superintendent

Qualifications

Education: Masters Degree in Administration.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience, gifted instruction preferred. Three (3) years of administrative experience.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess ability to supervise and evaluate teachers of gifted students. Knowledge of curriculum, instruction, and evaluation pertaining to gifted students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Oversee the gifted program K-12.
2. Submit required documentation to the Missouri Department of Elementary and Secondary Education.
3. Oversee the gifted budget for requests and expenditures.
4. Coordinate the identification of gifted students.
5. Act as a resource for teachers, parents, and administrators.
6. Develop a three-to-five-year plan to address the vision and needs of the gifted program.
7. Prepare and present program evaluation reports to the Board of Education.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.