

Qualifications:

Master's Degree

License – Certificate – Ohio Teaching Certificate; Ohio Teacher's Certificate with validation for Education, coursework in the psychology and education of the gifted, course work in curriculum and materials for gifted; A supervisor's or administrator's certificate, if supervision of teachers is a part of the role and function.

Experience – minimum of three years' service as a curriculum supervisor, or school administrator. Such other alternatives as the Board may find appropriate and acceptable. A practicum in gifted education or eighteen months successful teaching or coordinating experience in a program for gifted children.

Reporting To:

Superintendent

Supervises:

Curriculum Supervisors, Gifted Teachers, and others as the Superintendent may direct

Job Goals:

To provide leadership in the ongoing development, implementation, coordination, supervision, to develop and implement professional development and improvement of K – 8 instruction and gifted services of the ACESC, by encouraging and developing special programs and services for gifted students.

Performance Responsibilities

K-8 Instruction Responsibilities

1. To work in collaboration with the Superintendent and Executive Director on areas on K- 8 Curriculum and Instruction including but not limited to the third grade guarantee, early literacy initiatives (e.g. diagnostic assessments , KRA, etc.) ,K-8 Value Added, K-8 PARCC and AIR assessments, and LPDC member.
2. To guide development, planning, creating, implementation, and evaluation of professional development programs for certificated personnel, which includes the following:
 - Assisting in coordinating professional development calendars
 - Attend local, ESC, regional, and state meetings and share communications
 - Work with the ACESC leadership team to plan and monitor strategic initiatives
 - Encourage and implement innovations, (e.g. research-based best-practice strategies, services and programming to support state mandates Interprets, evaluates) and analysis student assessment, program evaluations and staff.
 - Assumes responsibility for his/her own professional growth by staying current with literature, research and practices
 - Maintains awareness and interprets the impact of legislation, legal decisions and regulations pertaining to his/her area of responsibilities
 - Consults with local school administrators and ACESC leadership team regarding education laws, standards, policies and procedures
 - Maintains active participation in professional organizations at local, regional, state and national levels and with institutions of higher learning
 - Supervises and directs the efforts of ACESC curriculum supervisors
 - Coordinates all formal efforts of the curriculum staff in projects of curriculum improvement K-8.
 - Coordinates county K-8 principal and curriculum director's meetings
 - Communicates with ACESC Superintendent regarding all areas of the position and issues that occur while performing duties

Gifted Education Responsibilities

1. Consult with local school administrators regarding gifted education rules, standards, policies and procedures;

2. To serve as a liaison with the Ohio Department of Education, Division of Special Education, and Gifted Programs;
3. To serve as a liaison with school personnel, parents, community members, universities and colleges, industry, business and cultural institutions, and other interested publics;
4. Coordinate direct service activities for gifted children which may include mentorships, advanced course work, the formation of special seminars, independent study, and interdisciplinary curricular experiences;
5. Provide in-service to parents, mentors, aides, administrators, and general education personnel regarding the education needs and characteristics of gifted children;
6. Assist school personnel in the identification, selection, placement and guidance of gifted children;
7. Provide consultation on curriculum development, teaching strategies, and appropriate materials for use by classroom teachers in assisting gifted children in the regular classrooms;
8. Assist school personnel in coordinating the instructional schedule between the gifted and general education classroom;
9. Develop educational evaluation and accountability procedures, curriculum and staff development activities and instructional and classroom management strategies;
10. Assist school personnel in evaluating, on a continuing basis, the strengths and weaknesses of gifted programs.
11. Evaluate gifted staff members using the OTES/Allen County protocols.
12. Coordinate and conduct the Allen County Spelling Bee. Oversee and facilitate the Allen County Academic Quiz Bowl Leagues and Tournaments for grades 5-12.
13. Work with the SESA program to foster the continuation of the Teacher-In-Residence Program.

***Perform such other tasks and assume other responsibilities as the Superintendent may direct.

**Physical/Mental/
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping,

**Travel
Requirements**

Travel to school building, city/state agencies and professional meetings as required

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022