

East Newark Public School

JOB TITLE: Gifted and Talented Coordinator

REPORTS TO: Supervisor of Curriculum and Instruction

NATURE AND SCOPE OF JOB:

To provide a superior education for all students attending East Newark Schools, the district will provide instruction suitable to each individual. Students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district will require modifications of their educational program so they will achieve in accordance with their capabilities.

QUALIFICATIONS:

1. Commitment to education and dedication to the East Newark School District's Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels.
2. Demonstrated passion and belief that all students can achieve success through education.
3. Ability to work independently on projects from conception to completion and prioritize same to reach stated professional goals.
4. New Jersey Education Instructional Certification required; Supervisor certification preferred

Essential Duties and Responsibilities:

A. Facilitate the identification and selection process by:

1. Ensuring classroom teachers are familiar with the criteria for identifying gifted and talented students and will be alert to students who exhibit those criteria. The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district.
2. Reviewing the cumulative files of all Kindergarten through grade eight students against the criteria for identifying gifted and talented students. The review will include consideration of intelligence ratings, classroom achievements, the results of standardized testing, and teaching staff member observation reports.
3. Conferring with past and present teachers of any student identified in the review of files and of any student recommended for screening by a teacher.
4. Chairing a committee who will select those students who should participate in the program for gifted and talented students.

B. Ensure that the criteria is fair and equitable by selecting students who:

1. Have an I.Q. of 115 or higher;

2. Have standardized test scores in the 15 percentile in two or more subject areas;
3. Have an I.Q. of 105 and is highly motivated to achieve academically;
4. Consistently demonstrates intellectual or creative ability of a nature not readily susceptible to testing; or
5. Display an extraordinary artistic creative talent with a high degree of self-motivation.

C. Develop a program that includes:

1. Confering with the student's parent(s) or legal guardian(s) on the goals of the student's program and secure the parent(s) or legal guardian(s) cooperation and permission for the student's participation in the program,
2. Interviewing each selected student for additional information about the student and for guidance in establishing an enriched educational program for the student,
3. Confering with the student's teacher about a proposed educational program for the student, and
4. Preparing and presenting to the Supervisor of Curriculum and Instruction for approval a written educational plan for the student.
5. A wide variety of activities and teaching strategies, not limited to appropriate curricular and instructional modifications to address content, process, products and learning environment.
6. Involving the selected student in all subject areas that can provide growth and stimulation in higher cognitive processes such as interpretation, extrapolation, translation, application, analysis, synthesis, and evaluation.
7. Ensuring that no enrichment program will replace the basic instructional program appropriate to the student's grade level.

D. Guiding instruction so that the enriched educational program for a gifted and talented student consists of:

1. Additional classroom studies and assignments,
2. Special classes in appropriate studies,
3. Independent projects in after-school sessions .

E. Providing exit procedures which:

1. Annually assess each student identified as gifted and talented for the continuing appropriateness of his/her enriched program. Assessment will include:
 - a. Interviews with the student, the student's parent(s) or legal guardian(s), and teaching staff members educationally responsible for the student,
 - b. Review of the student's file, including relevant test results, and
 - c. Review of the student's work in the preceding school year.
 - d. Regularly review and revise the program as required to meet the student's needs and interests.
2. Allows for a student to be withdrawn from the gifted and talented program when:
 - a. The student's academic record indicates a decline in performance,
 - b. The student wishes to withdraw and his/her parent(s) or legal guardian(s) consents to withdrawal, or

- c. The student's parent(s) or legal guardian(s) requests withdrawal.

TERMS OF EMPLOYMENT: 10 months

EVALUATION: Performance of this job will be evaluated annually by the Supervisor of Curriculum and Instruction in accordance with the Board's policy on evaluation.

Approved by the East Newark Board of Education: March 29, 2021