

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/92	<u>TEAM LEADER, TALENTED AND GIFTED PROGRAM</u>	1.8.3.3.2A
Effective Date	Job Title	Index

1. Primary Function: Provides coordination to the development, implementation, monitoring and evaluation of the District Talented and Gifted Program, grades K-12. Organizes and provides coordination to the work of the Talented and Gifted Program Assistants.
2. Responsible to: Director of Instructional Support Services.
3. Assigned Responsibilities:
 - 3.01 Provides leadership and coordination to the development and implementation of programs and services for Talented and Gifted students, grades K-12, to ensure compliance with the "Oregon Talented and Gifted Education Act."
 - 3.02 Organizes and provides coordination to the work of the Talented and Gifted Program staff.
 - 3.03 Holds regular meetings with Talented and Gifted Program staff.
 - 3.04 Reviews and evaluates instructional programs, materials, and promising practices and makes recommendations to supervisor and/or the program administrator.
 - 3.05 Reviews research, literature, promising practices, and new programs and materials and share information with program staff.
 - 3.06 Advises program administrator in matters of program management.
 - 3.07 Assists program administrator in the development of budget.
 - 3.08 Advises area directors regarding staff selection.
 - 3.09 Provides input to area directors upon request regarding Talented and Gifted Program staff performance and evaluation.
 - 3.10 Monitors budget as appropriate.
 - 3.11 Provides leadership and coordination in program development, grant writing, and management.
 - 3.12 Performs role of Talented and Gifted program assistant in assigned area.
 - 3.13 Other responsibilities as assigned by program administrator.
4. Minimum Qualifications:
 - 4.01 Certification/License:
 - 4.01.01 Valid Oregon teaching license/certificate.
 - 4.01.02 Three years successful teaching experience.
 - 4.01.03 Experience in conducting training and staff development activities.
 - 4.01.04 Experience in teaching adults and making presentations to a variety of audiences.
 - 4.02 Demonstrated ability to:
 - 4.02.01 Demonstrated leadership and organizational ability.
 - 4.02.02 Demonstrated ability in communication skills.
 - 4.02.03 Demonstrated knowledge of Talented and Gifted education in the areas of teaching strategies, curriculum modification, and curriculum development.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/92	<u>TEAM LEADER, TALENTED AND GIFTED PROGRAM</u>	1.8.3.3.2B
Effective Date	Job Title	Index

5. Minimum Term of Employment: Teacher contract plus 15 days.
6. Salary Level: Placement on teacher salary schedule plus program assistant differential plus team leader differential.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____