



Job Description

Job Title: Supervisor I
Talented and Gifted

Position Code: 1E17 or AE17

Job Classification: Exempt

Supervisor: Executive Director
Curriculum & Instructional Services

Pay Grade: 44

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the Talented and Gifted Services Department for the school division. Position develops curriculum and assessments, and provides staff development and monitor the program budget.

Essential Duties

1. Oversees the testing and identification of Talented and Gifted students.
2. Plan and implement staff development activities related to the Talented and Gifted program.
3. Submits all required reports on the Talented and Gifted program.
4. Assists in the interviewing and selection of teachers for the Talented and Gifted Program. Supervises and administers a division wide Talented and Gifted instructional program.
5. Assists in curriculum development, implementation, and revision.
6. Provides guidance in the selection of textbooks and other instructional materials and equipment for the program.
7. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the Talented and Gifted instructional program.
8. Serves as a resource and advisor to principals and teachers regarding the Talented and Gifted instructional program.
9. Assists teachers in the improvement of instructional performance.
10. Indirectly supervises school based Talented and Gifted teachers and assists school principals with evaluating them.
11. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
12. Prepares and monitors the program's budget
13. Supervises the ordering, inventory, and distribution of materials and equipment for the Talented and Gifted instructional program.
14. Coordinates division wide Talented and Gifted educational activities and events such as field trips, special exhibits and contests.
15. Serves as the central office contact and liaison with parents and the community regarding the division's Talented and Gifted instructional program.
16. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
17. Develops appropriate advocacy positions/statements for Talented and Gifted education.
18. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in elementary mathematics education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or other appropriate administrator.

Job Specifications

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, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree, and possess or be eligible for a Virginia teaching license, and either currently endorsed, or attain the endorsement in administration and supervision within one year of appointment to the position with a strong content background in Gifted Education. (Failure to attain the endorsement within one year of appointment will result in removal from the position.) Must possess considerable teaching experience that includes experience in talented and gifted education. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of talented and gifted education program. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff. Experience with personal computer data assessment applications.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director, Curriculum & Instructional Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Updated: 10/21/09