



**COLUMBUS CITY SCHOOLS**  
invites applications for the position of:

## **DIRECTOR, GIFTED & TALENTED**

**SALARY:** \$106,420.00 - \$127,370.00 Annually

**OPENING DATE:** 06/15/20

**CLOSING DATE:** Continuous

### **DEFINITION:**

**POSITION SUMMARY:** Supervises the development and delivery of instructional programs, services and resources for gifted students ensuring learning experiences consistent with the mission statement and instructional goals of the program and district. Oversees the testing, identification and placement of students within the program.

**REPORTS TO:** Executive Director of Teaching and Learning  
**DEPARTMENT:** Academic Services

### **EXAMPLES OF WORK:**

#### **ESSENTIAL DUTIES:**

- Supervises the day-to-day activities of assigned staff. Duties include hiring, training, counseling, and evaluating staff performance.
- Leads interviewing teams responsible for interviewing and evaluation of teachers for the Gifted and Talented Program and making hiring recommendations.
- Provides direction and oversight in the successful development and delivery of programs, services and resources for gifted students.
- Supervises the delivery of instruction to gifted students ensuring learning experiences consistent with the mission statement and instructional goals of the program and district.
- Develop programmatic frameworks to shape the overall delivery of gifted services to students.
- Works cooperatively with classroom teachers and building administrators to coordinate program and service delivery and ensure all students receive appropriate educational and support services.
- Provides assistance and consultation to classroom teachers in developing differentiated lessons for gifted students and individual student acceleration plans.
- Oversees the testing, identification and placement of students within gifted and talented programs.
- Conducts annual service information parent meetings.
- Collaborates with the PACE parent group to support parents of gifted students.
- Works cooperatively with the College Board to coordinate the delivery of Advanced Placement (AP) classes in the district's high schools.
- Ensures departmental staff maintains required credentials and facilitates on-going development opportunities that align with district strategies and objectives.
- Plans and conducts staff training and inservice programs regarding implementation of district initiatives, trends for students with diverse learning needs, best practices, and compliance issues.
- Coordinates summer training for the district's Advanced Placement teachers.
- Oversees the organizations of district-wide enrichment events for students.
- Assists in the identification of available federal and state grants, submission of grant applications, development of programs and alignment of resources, and compliance with recordkeeping and reporting requirements.
- Assists in the development and modification of departmental policies and procedures; revises departmental work systems and procedures as necessary to comply with federal and state regulations and district requirements.
- Administers assigned budget(s); ensures expenditures are within the approved budget(s).
- Maintains programs records and files.

- Prepares required documentation and reports.
- Maintains current knowledge of best practices, trends, and new developments in instruction of gifted students.
- Maintains current knowledge of state regulations and accountability measures and anticipates and reports on the impact to the district.
- Recommends and implements changes to operations as necessary.
- Develops and maintains appropriate communication and relationships with all departments, and officials of appropriate agencies.
- Develops community partnerships to foster innovative programming and efficient use of resources.
- Resolves problems, situations or issues in a collaborative, tactful, courteous and respectful manner.
- Supervises the evaluation and identification of students as gifted and talented according to state requirements. Notifies parents of gifted identification in a timely manner.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Master's degree in Education or a related field.
- Five (5) or more years of related teaching and administrative experience including supervisory responsibilities.
- Valid Ohio Department of Education Supervisor or Administrator certificate or equivalent.
- Gifted and Talented K-12 certification or endorsement.
- Demonstrated knowledge of accrediting and regulatory standards and district policies related to assigned functions.
- Skills necessary to guide, train and review the work of assigned staff.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of district staff, students, parents and the general public.
- Demonstrated ability to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Strong written and verbal communication skills, including effective presentation skills.
- Written and computer skills necessary to maintain various departmental records, documents and reports.
- Analytical ability to develop plans of action to address a variety of issues and concerns in a timely manner.
- Mathematical aptitude necessary to administer assigned budget(s) and monitor expenditures.

### **TEST/JOB CONTACT INFORMATION:**

This job posting is for an Administrator/Contract Employee position. The hiring manager will conduct a review of the applications received to determine who to interview. Please be sure that you have attached digital copies of the following required documents along with any other documentation verifying your qualifications for this job:

1. Resume
2. Three (3) professional references
3. Degree(s) and/or official transcript(s) (if applicable)

Prior to submitting, please verify that your profile, including both education and work experience, is accurate and up to date.

***Columbus City Schools is committed to building a culturally diverse workforce. Minority candidates are strongly encouraged to apply. Columbus City Schools (CCS) is an Equal Opportunity Employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ccssoh.us/>

Position #20-2111-A4  
DIRECTOR, GIFTED & TALENTED  
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270 E. State Street  
Columbus, OH 43215  
614-365-5000

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### **DIRECTOR, GIFTED & TALENTED Supplemental Questionnaire**

- \* 1. Do you have a master's degree in Education or a related field?
  - Yes
  - No
- \* 2. Do you have a valid Ohio Department of Education Supervisor or Administrator certificate or equivalent? (please attach)
  - Yes
  - No
- \* 3. Do you have 5 or more years of related teaching and administrative experience including supervisory responsibilities?
  - Yes
  - No
- \* 4. Do you have a Gifted and Talented K-12 certification or endorsement?
  - Yes
  - No
- \* Required Question