



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Gifted Education
Payroll/Personnel Type:	12 Month
Job #:	9989
Reports to:	Chief Academic Officer
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

To direct the operation and administration of gifted education.

Essential Functions:

- Coordinate with Recruitment and Counseling Division the identification, testing and placement of gifted students
- Plan, support, and organize the recruitment of students for the gifted program through print, electronic and media
- Supervise the testing process
- Supervise and evaluate the performance of the gifted education office staff and Psychological Examiner assigned to gifted testing
- Research and recommend alternative testing and identification methods
- Coordinate community resources SAGE, GAM, University partnerships
- Coordinate the curriculum of the pull-out gifted teachers K-8
- Support and facilitate professional development for gifted teachers, pull out and self-contained
- Convene and chair Gifted Task Force
- Convene and provide agendas for Cluster meetings
- Curriculum alignment for elementary, middle and high school
- Attend all professional conferences
- State report
- Attend recruitment and public relations events
- Support and verify Missouri certification for teachers of the gifted
- Facilitation of budgets (overview and release of purchase orders)

Knowledge, Skills, and Abilities:

- Demonstrate knowledge and understanding of early childhood education, special needs programs, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning of young children
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community
- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level



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- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically
- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications

Experience:

- Ability to use technology to support educational and administrative functions

Education:

- Master's Degree in Education, Gifted Certification, Educational Administrative Certification (required)
- Experience in leadership position in gifted education setting

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.