



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Gifted and Talented Identification Specialist** FLSA Status: **Exempt**
 Job Family: **Licensed** Pay Range: **T Salary Schedule**
 Prepared/Revised Date: **February 27, 2023** Job Code: **21223**

SUMMARY: Responsible for working with the district Gifted Identification Team to use a systemic and multi-phased assessment process to identify K-12 PSD students who qualify for gifted education services, according to CDE requirements. Instruct and guide Gifted and Talented Site Coordinators to use best practices for the identification of and programming for gifted students through the administration of assessments. Communicate with educators, families, and administrators about the gifted identification process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Work one-on-one as a coach/mentor with Gifted and Talented Site Coordinators at elementary and secondary schools to help them adhere to best practices in gifted identification; assist with gathering and analyzing data for identification, screening, and placement decisions.
2.	Administer assessments used in the gifted identification process. Promote alternative identification measures at schools with high populations of historically underrepresented populations.
3.	Communicate with educators, families, and administrators about the gifted identification process.
4.	Prepare identification data prior to the start of the school year for each elementary and secondary school on caseload. Share the identification data results with each site's gifted coordinator to help schools plan services and programming for identified gifted students.
5.	Collaborate: <ol style="list-style-type: none"> With the district's Gifted and Talented Coordinator to develop and deliver professional development in gifted identification, online CogAT testing, and more. With the district Gifted Identification Team in data interpretation and performance assessment evaluations.
6.	Attend and actively participate in: <ol style="list-style-type: none"> Weekly district Gifted Identification Team Meetings. CDE trainings and professional development related to gifted identification
7.	Demonstrate a commitment to: <ol style="list-style-type: none"> Understand, appreciate, and make accommodations for student diversity. Include and engage families in the student's education. Support all Poudre School District policies, procedures, and expectations.
8.	Provide personal and professional excellence.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required; degree in Gifted Education preferred.
- Experience working with gifted students preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required; Gifted Education Core endorsement strongly preferred.



- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- Ability to be a part of and work with a team; strong interpersonal skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- English language skills.
- Interpersonal relations skills.
- Ability to work with data spreadsheets that require accuracy and close attention to detail.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with Synergy and Enrich.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	