



**Job Title:** Coordinator, Gifted and Talented

**Department:** Teaching and Learning Office  
**Reports to:** Executive Director of Teaching and Learning  
**Number of Days:** 12 Months  
**Compensation:** EG-03  
**Overtime Status:** Exempt  
**Last Revised Date:** March 6, 2014

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Responsible for planning, implementation, evaluation and support of a comprehensive K-12 gifted and talented service delivery model.

**Minimum Qualifications:**

**Education:**

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)

**Specialized Knowledge, Licenses, etc.:**

- Oklahoma Teaching Certification (required)
- Extensive knowledge of working with G/T students (required)

**Experience:**

- 3 years successful gifted and talented education teaching experience (preferred)
- Supervisory experience in Gifted and Talented Education is desirable

**Specific Training/Skills:**

- Proficient in the use of computer technology (Microsoft Office) (required)
- Excellent written and oral presentation skills (required)

**Other:**

- Proficiency in Spanish translation oral and written is highly desirable

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for planning, implementation, evaluation, and support of all G/T services
- Works collaboratively with principals, G/T site coordinators and teachers to develop an annual district professional development plan designed specifically to meet the learning needs of GT staff, classroom teachers and administrators
- Serves as the chairperson of the District Gifted and Talented Advisory Committee and is responsible for the planning and convening of all G/T committee meetings throughout the school year
- Monitors and expends G/T budget(s) in accordance with established local and state policies and procedures
- Responsible for all district G/T screening
- Responsible for the completion of the annual state gifted and talented report, budget development, all revisions to state-approved plan and certification of accuracy of G/T student database and files
- Conducts routine audits of school-based G/T services to ensure compliance with district G/T plans
- Works with district administration to implement corrective action in the event that a school is not in compliance with the district plan
- Serve as a member of the Assistant Superintendent's Leadership Team
- Maintain positive working relationships with all stakeholders
- Serve as an advocate for the needs of G/T students in a professional and appropriate manner
- Responsible for the preparation of the annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Scope of Authority:**

- Responsible for indicating to principal and assistant superintendent when a site is not in compliance with district gifted and talented policies and procedures
- Responsible for all state reporting
- Responsible for G/T budget(s)

**Customer Contacts:**

- *Internal:* Principals, G/T site coordinators, G/T teachers and parents of students receiving services, classroom teachers, district administrators, and community at large
- *External:* Oklahoma State Department of Education, community service agencies, state and local department of human services, mental health agencies and private school providers

**Supervisory Responsibilities:**

- Instructional Mentors

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*