

Job Title: Facilitator Gifted and Talented	Wage/Hour Status: Exempt
Reports to: Coordinator Advanced Academics	Pay Grade: 105
Dept/School: College and Career Readiness and Innovation	Date Revised: August 10, 2023

Primary Purpose

Assist the supervisor, principals, and teachers, in planning, training, implementing, evaluating the instructional practices for the EPISD Gifted/Talented (GT) Program. Plan, organize and assist with professional development. Assist teachers and principals in implementation of the GT Program in compliance with the Texas State Plan for the Education of Gifted/Talented Students.

Qualifications**Education/Certification**

Master's Degree from an accredited university
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Demonstrated ability to obtain, disaggregate, and analyze data and develop strategies to target areas of need to improve academic achievement
- Demonstrated instructional leadership ability in working with administrators, teachers, and students
- In-depth knowledge of the Texas State Plan for the Education of Gifted/Talented Students
- In-depth knowledge of differentiated and scaffolded instruction in active, project/problem/ inquiry-based, computational thinking, and blended learning environments to enhance instruction
- In-depth knowledge in working with all student populations including At-Risk, English Language Learners, Special Education, Homeless, and Migrant
- Knowledge in design, development, and implementation of GT Program screening and testing
- Knowledge and understanding of flexible and personalized learning environments
- Excellent project management skills and ability to manage numerous tasks simultaneously, work under pressure, meet tight deadlines, and proactively resolve issues
- Ability to effectively lead cross-functional teams and superior community-building skills
- Ability to develop, implement, and assess policy, procedure, and practice

Experience

Three (3) years teaching experience

Major Responsibilities and Duties**Instructional Management**

1. Plan for and organize the delivery of the district's GT Program to ensure implementation fidelity.
2. Create and manage District course numbers for designated GT courses.
3. Assist Guidance Services with transcript audits as requested.
4. Assist schools to increase student participation and success in GT Program offerings.
5. Adhere to local, state, federal rules, regulations, and policies.
6. Assist with the annual evaluation of GT Program.
7. Assess, develop, and implement the use of technology.
8. Keep informed about national, state, and district programs and trends.
9. Compile and maintain records and create/present reports as assigned.
10. Assume responsibilities for implementing the policies and directives of the Board and TEA.

- 11. Adhere to local, state, federal rules, regulations, and policies.
- 12. Establish, maintain, and comply with test security procedures.
- 13. Provide training on the delivery, documentation and reporting of GT Program screening and testing process.
- 14. Assist in the development of needs assessment for the identification of GT students.
- 15. Coordinate district GT Program training (original and updates) for teachers and administrators.
- 16. Coordinate the monitoring of district staff GT Program training levels (original and updates) and generate reports upon request.
- 17. Coordinate maintenance of the district staff GT Program training records.

Budget

- 18. Develop and submit budget requests to support the GT Program.
- 19. Participate in the bidding and purchasing process.
- 20. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
- 21. Participate in the selection of all state and locally adopted GT Program materials as assigned.
- 22. Demonstrate responsible fiscal control over assigned budget.

Communication and Community Relations

- 23. Employ collaborative decision-making processes and fosters team building.
- 24. Maintain high visibility in educational community.
- 25. Participate in district and community activities.
- 26. Develop articulation plans with post-secondary institutions.
- 27. Promote and provide information to the community regarding curriculum.
- 28. Establish and maintain favorable relationship with stakeholders to foster understanding and solicits support for the program.
- 29. Plan and chair committees and/or meetings assigned by immediate supervisor.
- 30. Promote and communicate high expectations of teacher and student performance.
- 31. Interpret Board policies and administrative directives.
- 32. Assist and promote safety procedures in the district.
- 33. Serve as liaison between the campus and the GT department.

Professional Growth and Development

- 34. Design, develop and provide professional development to district staff and campus leaders.
- 35. Assist in conducting training sessions for staff.
- 36. Attend professional development to review state compliance requirements and other findings in GT Programs.
- 37. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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