



## Coordinator of Special Programs Job Description

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**Job Title:** Coordinator of Special Programs

**Reports to:** Assistant Superintendent for C&I

**Dept./School:** Curriculum and Instruction

### **Primary Purpose:**

Provide leadership and coordination to provide aligned and articulated programs for Response to Intervention and Advanced Academics.

### **Qualifications:**

#### **Education/Certification:**

Master's degree

Valid Texas teaching certificate

#### **Special Knowledge/Skills:**

Knowledge of curriculum design and implementation

Knowledge of Response to Intervention programs

Knowledge of Gifted and Talented and Advanced Placement programs

Ability to evaluate instruction programs and teaching effectiveness

Ability to develop and deliver training to adult learners

Ability to interpret data

Strong organizational, communication, and interpersonal skills

#### **Experience:**

Five years teaching experience

Three years teaching experience in GT or AP setting

Two years experience as RtI committee member

### **Major Responsibilities and Duties:**

#### **Instructional and Program Management**

1. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels district-wide, including review of student data and testing of students.
2. Develop and revise gifted and talent curriculum.
3. Assist teachers to develop and provide gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
4. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
5. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.



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6. Develop and lead implementation of RTI process district-wide.
7. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in area of assignment.

### Staff Development

8. Plan and provide staff development for teachers, administrators, and staff in designated subject areas.
9. Disseminate information regarding current research and significant developments on the state and national levels for GT, AP, and RtI.
10. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.

### Other

11. Assist in communicating information to parent and community members about school programs.
12. Use effective communication skills to present information accurately and clearly.
13. Keep informed of and comply with federal, state, district, and school regulations and policies.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
15. Other duties as assigned.

### Supervisory Responsibilities:

None.

### Working Conditions:

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional prolonged or irregular hours.

Frequent district-wide travel.

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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 by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_