



## Secondary English Language Arts, Reading and Social Studies Coordinator/Gifted and Talented Specialist Job Description

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**Job Title:** Secondary English Language Arts, Reading, and Social Studies Coordinator/Gifted and Talented Specialist

**Reports to:** Assistant Superintendent of Curriculum, Instruction, and Assessment

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

### **Primary Purpose:**

Evaluate and provide leadership for the overall ELAR & Social Studies instructional programs  
Provide leadership and coordination to provide an aligned and articulated instructional program in ELAR & Social Studies  
Assist in directing and managing instructional programs and operations at the campus level.  
Provide leadership to ensure high standards of instructional delivery.  
Assist in the effective and efficient operations of the curriculum and instruction department which includes curriculum, staff development, and assessment.

### **Qualifications:**

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

Master's degree in educational administration or curriculum and instruction  
Texas mid-management or other appropriate Texas supervisor certificate  
Certified in State Appraisal System  
English as a Second Language Certification preferred  
Gifted and Talented Certification preferred

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

Knowledge of curriculum design and implementation  
Ability to evaluate instructional program and teaching effectiveness  
Ability to develop and deliver training to adult learners  
Ability to implement and interpret policy, procedures, and data  
Strong organizational, communication, and interpersonal skills

#### **Experience:**

Three years experience as a classroom teacher with additional experience in instructional leadership roles

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

#### **Instructional & Program Management**

1. Monitor instructional processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Partner with district and campus level leadership in directing instructional and curriculum services to meet student's needs.
3. Plan, implement, and evaluate instructional programs with teachers, including learning objectives, instructional strategies, and assessment techniques.



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4. Apply research and district data to improve the content, sequence, and results of the teaching and learning process.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
6. Plan the necessary time, resources, and materials to support accomplishment of educational goals.
7. Participate in the district-level decision making process to establish and review the district's goals and objectives and major classroom instructional programs.
8. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives.
9. Obtain and use evaluative findings, including student achievement data, to examine curriculum and instructional program effectiveness.
10. Assist in planning and providing effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
11. Assist in securing consultants, specialists, and other community resources for principals and supervise instructional staff to assist in attaining objectives.
12. Provide learning experiences that assist school staff to make meaningful decisions about teaching and learning for gifted students.
13. Assist teachers in developing and providing gifted students with enriched or alternative course work through curriculum modification, compacting, etc.
14. Assist in the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.
15. Assist in communicating information to parent and community members about PTISD's Advanced Academics Gifted and Talented Program. Use effective communication skills to present information accurately and clearly.
16. Attend all PTISD gifted and talented program related meetings.
17. Work cooperatively with classroom teachers to address gifted student's need.

### **School or Organization Improvement**

18. Support common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school and district vision.
19. Partner with campus principals and Assistant Superintendent of Curriculum and Instruction in identifying, analyzing, and applying research findings to promote school improvement.



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20. Participate in campus professional learning communities (PLC's)

### **Personnel Management**

21. Define expectations for staff performance with regard to instructional strategies and support implementation of strategies.
22. Work with campus level planning and decision-making committees to plan professional development activities.
23. Confer with staff regarding professional growth. Work with them to develop and accomplish improvement goals.
24. Provide for two-way communication with principals, teachers, staff, parents, and community.
25. Monitor professional research and disseminate ideas and information to other professionals.
26. Develop and conduct or arrange staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.

### **Professional Growth and Development**

27. Develop professional skills appropriate to job assignment.
28. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

### **Other**

29. Comply with district policies, as well as state and federal laws and regulations.
30. Maintain confidentiality in the conduct of district business.
31. Other duties as assigned.

### **Working Conditions:**

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

Maintain emotional control under stress. Occasional district wide and statewide travel; frequent prolonged and irregular hours.

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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.

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_