



# NOTICE OF VACANCY

## Sheffield City Schools

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### **GIFTED EDUCATION SPECIALIST/TEACHER/COORDINATOR,** FTE-1.00, System wide

**Category:** Professional/Certified

**Contract Period:** 9.5 months (187 days) 2023-2024 school year

**Qualifications:**

- Hold or be willing to work toward certification in gifted & talented
- Demonstrate ability to work collaboratively with administrators, teachers, parents, and students
- Demonstrate creativity and resourcefulness in teaching strategies
- Establish clear connection between the gifted and talented program and the total school program, and
- Demonstrate ability to establish and maintain excellent parent involvement and support

**Salary Schedule:** **Salary will be paid based on the approved state minimum salary schedule – classroom teachers as approved by the Board**

**Deadline:** Open until filled

**Other Information:** Applicant must ensure that students perform throughout the school year and maintain excellent parental involvement. Experience in the Special Education process preferred.

**Posted:** April 4, 2023

**This position IS posted with SearchSoft. ALL applications MUST be submitted through Teach in Alabama with ALSDE.**

#### **General Information for Applicants**

1. Applications must be completed online with SearchSoft - (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400.

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

**Sheffield City Schools**  
**Job Description – Gifted Education Specialist/Teacher/Coordinator**

**POSITION TITLE:** Gifted Education Specialist/Teacher/Coordinator

**QUALIFICATIONS:** Bachelor's degree, or higher from an accredited institution. A valid Alabama State Professional Educators Certificate with endorsement in Gifted Education. Strong commitment to gifted education, knowledge of academic needs of gifted student, knowledge of procedural safeguards related to gifted education, ability to work well with the regular education teachers and principals, and such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To identify through referrals and to teach those students identified as gifted and talented with appropriate activities and experiences designed to fulfill their potential for intellectual, emotional, and social growth.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

Duties and Responsibilities Gifted Education Specialist:

1. Conduct 2nd Grade Child Find
2. Conduct Standard Referrals
3. Serve identified gifted students in pullout program grades 3-6
4. Provide consultative services for grades K-2 and 7-12
5. Provide professional development training to all school faculties on special populations of gifted learners, their nature, and their needs; specifically, but not limited to, differentiated instruction.

Duties and Responsibilities Gifted Education Coordinator:

1. Ensure compliance with the ALSDE Code for the overall Gifted Education Program
2. Complete all ALSDE reporting for Gifted Education
3. Create annual budget and maintain proper records for ALSDE Gifted Education funds
4. Maintain accurate records and data for ALSDE Gifted Education monitoring

Other Duties and Responsibilities:

1. Develops Gifted Education Plans (GEPs).
2. Works with other professionals to coordinate services for the gifted student.
3. Coordinates second grade screening activities to identify possible gifted students.
4. Assists with the process for the referral and identification of students for gifted education services.
5. Trains second grade teachers in the gifted referral process.
6. Maintains records of students served by the Gifted Education Program.
7. Complies with local, state and federal regulations regarding Gifted Education records, reports and services.
8. Cooperates with teachers, counselors, principals, therapists and other school personnel in the provision of effective educational services to students.
9. Provides information, consultation and assistance to regular classroom teachers.
10. Maintains frequent and substantive communication with parents.
11. Engages in professional development activities that are designed to increase his/her knowledge of gifted education.
12. Performs other duties as assigned by the Director of Special Education.

**TERMS OF EMPLOYMENT:** As assigned by the Board

**SALARY:** Salary in accordance with Board approved State Salary Schedule

**EVALUATION:** Performance of the job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.