

Educational Service Center of Medina County

Job Description

Title: Gifted Coordinator/Intervention Specialist

Reports To: Black River Assistant Superintendent

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a Bachelor of Arts degree in education from an accredited college or university.
- Possesses appropriate State of Ohio teaching certifications/license with Gifted Intervention Specialist Endorsement and administrative license.
- Meets the applicable requirements of a highly qualified teacher under the No Child Left Behind Act within the appropriate timelines.
- Acquires alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

- Provides instruction to identified gifted and talented students and classroom teachers in developing and implementing appropriate educational programming for gifted students; develops written educational plans; assists in referrals, assessments, and identification; supports curriculum development for gifted students.
- Researches, develops, maintains, and coordinates instructional programs of the county school system by working with local districts' staff members.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.

6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Identifies, teaches, and evaluates the students using sound instructional practices.
2. Prepares clear and timely lesson plans.
3. Maintains accurate, complete, and correct records as required.
4. Ensures students are learning the subject material through the use of regular evaluation.
5. Demonstrates knowledge of subject matter and presents clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners.
6. Acts as teacher, facilitator, and information source in gifted education.
7. Identifies student needs and cooperates with other professional staff in assessing and helping students solve health, attitude, and learning problems.
8. Instructs assigned classes in the locations and at the times designated.
9. Follows the scope and sequence of the instructional program as defined in the courses of study which has been approved by the local Board of Education.
10. Assists classroom teachers in providing resources that enable gifted children to be challenged in the regular classroom environment.
11. Exhibits knowledge of academic area and teaching methodology.
12. Works effectively with others.
13. Communicates ideas and directives clearly and effectively both orally and in writing.
14. Exhibits effective, active listening skills.
15. Possesses organizational and problem-solving skills.
16. Displays general computer skills.
17. Exhibits a basic knowledge of and ability to operate a variety of office machinery.
18. Ensures safety of students.
19. Effectively manages the classroom and individual student behavior to maintain a good learning environment.
20. Assists the administration in implementing all procedures and rules governing student life and conduct.
21. Maintains respect at all times for confidential information, e.g., student grades.
22. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

Other Duties and Responsibilities:

1. Interacts with public in official capacity when required.
2. Interacts with Superintendent, Assistant Superintendent, Curriculum Director, and/or Board of Education and presents information as requested.
3. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Supervises student teachers.
5. Responds to routine questions and requests in a timely, appropriate manner.
6. Establishes and maintains cooperative professional relationships.
7. Assists in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the Director of Curriculum and Gifted Services, principal and/or guidance counselor.
8. Serves on committees and in co-curricular activities as agreed upon.
9. Attends professional growth seminars, workshops, etc., to keep current on relevant issues.
10. Instills in students the belief in and practice of ethical principles and democratic values.
11. Counsels, advises, encourages, and motivates students.
12. Serves on curriculum committees when requested.
13. Interacts with other departments and school personnel when necessary.
14. Delegates work when appropriate; supervises same.
15. Disciplines students when necessary.
16. Refers attendance, health, and psychological/emotional problems to principal and/or guidance counselor.
17. Performs other duties as assigned by the Superintendent, Assistant Superintendent, and/or Curriculum Director.
18. Provides guidance and counsel to the students that will promote their welfare and their proper educational development.
19. Attends parent/teacher conferences.
20. Makes provisions for being available to students and parents for educational-related purposes outside the instructional day.
21. Takes necessary and reasonable precautions to protect equipment, materials, and facilities.
22. Interacts in a positive manner with staff, students, and parents. Establishes and maintains cooperative relationships with parents through effective use of interim reports, report cards, and conferences.
23. Promotes good public relations by personal appearance, attitude, and conversation.
24. Attends meetings and in-services as required.
25. Observes ethics of the teaching profession; exhibits professional behavior, emotional stability, and sound judgment.
26. Attends educational field trips.
27. Maintains and improves professional competence.
28. Attends and participates in required meetings and in-service training activities.
29. Assists in observations, interviews, assessments, and evaluations as part of the student referral, identification, and placement process.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
5. Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds.
6. Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing.
7. Occasional evening/weekend work.

Required Training:

1. All online trainings currently required by the ESC and district.
2. Any and all trainings/professional development mandated by the ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted:
Revised by Governing Board: