

GIFTED AND TALENTED EDUCATION COORDINATOR

The G.A.T.E. Coordinator is responsible for the promotion and operation of the District's G.A.T.E. Program; to promote activities which enhance the learning experience for identified G.A.T.E. students; and shall serve as a community liaison for G.A.T.E. activities.

Essential Responsibilities

1. The G.A.T.E. Coordinator is responsible to the Administrative Assistant - Educational Services for the performance of the following functions:
2. Identify all new G.A.T.E. students;
3. Schedule all after school classes for G.A.T.E. students during the regular school year and schedule all summer school classes;
4. Plan staff development activities for all G.A.T.E. instructors;
5. Assist the Administrative Assistant in the recruitment of all staff;
6. Recommend all G.A.T.E. classes and staff for governing board approval;
7. Maintain all attendance records and submit to the State Department of Education;
8. Serve as a resource person for classroom teachers who have G.A.T.E. students and advance placement classes;
9. Recruit parents and members of the community to serve on the G.A.T.E. Community Advisory Committee;
10. Plan the agenda with elected members of the G.A.T.E. Advisory Committee for all advisory meetings;
11. Purchase material for G.A.T.E. students which are not normally found in the schools;
12. Publish a periodic newsletter;
13. Serve as a coordinator for the Fine Arts Festival; and
14. Provide for registration and collection of all fees where warranted.

Qualifications

1. Certificated person with teaching credential preferred;
2. Has had experience teaching G.A.T.E. students;
3. Capable of providing instructional leadership;
4. Competent in most academic areas;
5. Ability to get along with others;
6. Ability to make decisions;
7. Ability to handle privileged information in a professional manner;
8. Ability to effectively communicate

Other

Must possess a valid California Operators License and have personal vehicle for business use.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to 10 pounds such as boxes of books and teaching material; frequently interact with the public and other staff; and occasionally work extended hours. Specific abilities include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed indoors. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.