

Job Title: Supervisor of Gifted and Talented Services

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD106

Summary: The Supervisor of Gifted and Talented Services assists schools in the implementation of gifted and talented programs and supervises teachers and curriculum specialists assigned to the programs. The position includes providing technical assistance to schools in the areas of program development, monitoring and implementation; providing staff development on an ongoing basis and conducting needs assessments to determine the effectiveness of existing curricula and programming for Preschool, Elementary, Middle and High Schools.

Essential Duties and Responsibilities:

- Assists local schools with the implementation of gifted and talented programs
- Provides technical assistance to schools on compliance issues.
- Supervises resource and self-contained gifted and talented classes preschool through high school.
- Supervises the Gifted Curriculum and Talented Curriculum Specialists assigned to the program
- Coordinates, implements, and evaluates differentiated curricula for gifted and talented students.
- Coordinates staff development programs for preschool through high school teachers.
- Monitors exceptional student records to insure compliance with all district, state, and federal regulations.
- Serves as a liaison between parents and the school system.
- Interviews, recommends, and assigns teachers.
- Recommends placement of gifted and talented students and classes.
- Assesses the need for new programs and/or services and prepares proposals to meet those needs.
- Keeps abreast of current trends and practices in gifted and talented education.
- Works to implement district goals and priorities.

Other Duties:



Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Master's degree or higher with Louisiana Certification in Supervision and/or Academically Gifted. Minimum of five (5) years successful teaching experience preferably with gifted and/or talented students.

Work Environment Conditions:

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.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.