

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, GATE & AP Programs	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	9670	WORK YEAR:	12 Months
DEPARTMENT:	Gifted and Talented Education	SALARY:	Range 13 Salary Schedule B
REPORTS TO:	Chief Academic Officer	HR APPROVAL:	01-20-11
		HR REVISION:	03-14-11; 05-12-15

BASIC FUNCTION:

Plan, organize, implement, and coordinate the overall structure of the District's Gifted and Talented Education (GATE) and Advanced Placement (AP) programs to meet the cognitive, social, and emotional needs of gifted and talented students, preparing them to succeed in a global society, in compliance with state regulations/policies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate the development, revision, and alignment of the GATE and AP curricula so that students and families are provided support in planning and preparing for college readiness as early as elementary school in order to increase the percentage of students meeting college readiness standards. **E**

Schedule and coordinate the various components of the GATE and AP programs. **E**

Consult with teachers regarding appropriate teaching methods for use with gifted and talented students. **E**

Foster the development of higher-order thinking skills in all students through professional learning activities; model instruction within regular education classrooms; and support curricular planning with regular instructional staff. **E**

Develop and implement teacher professional learning related to content standards and core curricula based on data-driven processes and the unique needs of advanced/gifted students. **E**

Support efforts to improve access to core curricula, extended learning, and advanced coursework through teaming, planning, and program implementation. **E**

Facilitate the dissemination of best practices of curriculum development and instructional methodology regarding differentiation to all of the schools in the District. **E**

Meet with principals, administrators, parents, and staff to identify priorities, and evaluate quality of programs designed to meet the needs of gifted/advanced students. **E**

Coordinate AP professional learning for teachers, counselors, and administrators. **E**

Collect, analyze, and disseminate AP information and data. **E**

Facilitate events to recognize GATE and AP students and teachers. **E**

Assist teachers in meeting the AP needs of students and provide strong instructional leadership for PSAT/SAT/ACT exams, AP, dual-enrollment, and other advanced academic courses and state assessments. **E**

Develop criteria for increasing and ensuring participation of economically limited and culturally diverse students in both GATE and AP. **E**

Promote efforts to close the achievement gap between and among diverse student populations through teaming, planning, and implementation. **E**

Utilize community resources to augment District resources, including, but not limited to, the development of grant proposals, mentor programs, and a speakers' bureau. **E**

Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Attend conferences, read journals/papers, and participate in professional learning to remain current concerning trends in the assigned areas. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and five years of experience related to gifted and talented education and/or advanced placement implementation, including five years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; teaching credential required; Administrative Services Credential required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of assigned programs and activities.

School improvement initiatives, content standards, and core curricula.

Curriculum development policies and procedures.

Policies, objectives, and terminology of assigned programs.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Plan, organize, implement, and coordinate the overall structure of the District’s GATE and AP programs in compliance with state regulations/policies and extended learning opportunities.

Work effectively within a school campus environment.

Maintain current knowledge on trends and developments in assigned areas.

Establish and maintain effective working relationships.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Evaluate and organize work according to specific deliverables.

Work independently with little direction to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet State and District standards of professional conduct, as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date