

**CLASS SPECIFICATIONS FOR THE  
PROGRAM SPECIALIST, GIFTED AND TALENTED EDUCATION**

**DEFINITION**

Under direction of the Coordinator, Gifted and Talented Education, to assist teachers, principals, and parents in working with gifted and talented pupils at a specified segment, such as elementary (kindergarten through sixth grades), or secondary (seventh through twelfth grades).

**QUALIFICATIONS**

Credential: Possession of a standard teaching credential or credential of equivalent authorization appropriate for the assigned segment, issued by the California State Teacher Preparation and Licensing Commission, is required.

and

Education: A bachelor's or higher degree.

and

Experience: A minimum of three years of certificated experience in public or private schools including experience in working with gifted and talented pupils and their parents.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Provides significant direct involvement and leadership in the formulation of district curriculum development and program offerings for the Gifted and Talented Education Program.
- \_\_\_ 2. Assists in the review, revision, and evaluation of programs and materials for the gifted.
- \_\_\_ 3. Works with school administrators in enlisting faculty support of the Gifted Program.
- \_\_\_ 4. Arranges for community resource people to work with individuals or address groups of gifted children.
- \_\_\_ 5. Conducts demonstration lessons.
- \_\_\_ 6. Consults with parents as requested.
- \_\_\_ 7. Assists in the identification of gifted pupils.
- \_\_\_ 8. Gathers data and prepares case studies on individual gifted pupils.
- \_\_\_ 9. Assists in the implementation and coordination of district programs that apply to the Gifted and Talented Education Program.
- \_\_\_ 10. Demonstrates initiative and independent judgment in carrying out his/her duties.

**WORK SCHEDULE AND SALARY**

The Program Specialist, Gifted and Talented Education, serves on all days that regular schools are in session, plus required non-teaching service days, and is placed on the teachers' salary schedule according to experience and training, and is paid at the appropriate per diem rate for extra days of service.