



Employment Opportunity  
Butler County Educational Service Center  
December 10, 2018

**POSITION:** Special Ed. Gifted Coordinator

**GENERAL DESCRIPTION:** The coordinator will research, develop, maintain, coordinate and evaluate special education and gifted programs of the school district and will provide guidance and direction to teachers to develop their teaching strengths and to students to develop their learning strengths as fully as possible. The coordinator will ensure compliance with local, state, and national regulations for all special education and gifted programming. The coordinator will ensure that staff members are using data driven practices to enhance student's academic, functional, social emotional successes in the student's least restrictive environment.

**QUALIFICATIONS:**

- A Master's degree required and holds a valid Ohio Department of Education Administrator license with coursework in the education of the gifted and Special Education.
- Valid Ohio certification for supervision or school administration.
- Validation for Gifted Education required.
- Three years successful teaching experience and/or coordinating programs for gifted and Special Education
- Demonstrated knowledge of regulatory standards and district policies related to assigned functions.
- Good organizational skills.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of district staff, students, parents and the general public.
- Effective verbal and written communication skills and able to handle problem situations in a tactful, courteous and respectful manner.
- Ability to analyze and summarize data related to assessment results and develops plans of action to address a variety of program issues and concerns.
- Skills necessary to provide guidance, training, prioritize and review the work of assigned staff.
- Ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/students/parents in a timely manner, and resolve problem situations in a positive manner.
- Willingness/ability to work with students and as a team member.
- Computer expertise appropriate to position.
- Valid driver's license and access to personal vehicle.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

## **ESSENTIAL FUNCTIONS:**

- Participate in proposed and on-going curriculum development around meeting the needs of gifted students.
- Meet with staff members on a regular basis to interpret and help implement the district's courses of study embedding gifted education into their daily practice.
- Serve as a consultant and provide leadership when appropriate in the development of courses of study, implementation of the program, and selection of instructional supplies, equipment and textbooks.
- Serve as district representative at ETR/IEP meetings.
- Serve as a resource person on a district-wide basis in relation to in-service, materials, programs and ideas in gifted education.
- Assist in the planning of workshops and other in-service programs in relation to gifted education.
- Oversee the selection of gifted students for gifted education.
- Ensure compliance with all local, state, and federal regulations relating to the provision of educational services to students identified as begin gifted as well as to students with disabilities.
- Recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.
  
- Assist special education personnel in using data from interventions to determine eligibility for special education services, appropriate instructional practices, and access to the general curriculum.
  
- Provide ongoing professional development that aligns with school district goals and objectives and meets the changing needs of children.
- To establish and maintain positive communication with the community, district administrators, building principals and VISIONS staff in relation to all aspects of the gifted and special education programming.
- Keep the administration informed of all functions occurring in relation to the gifted and special education.
- Establish and maintain positive communication with parents of gifted students and those identified as having a disability.
- Assist in completing assigned district and state reports in relation to gifted and special education.
- Serve the district's representative at local, state and national meetings as appropriate.
- Remain current in relation to new trends in gifted and special education.
- Assist in collaborative efforts with schools, agencies and the community-at-large.
- Plan and organize own work to meet deadlines.
- Maintain confidentiality.
- Perform other tasks, consistent with the position, as may be assigned.

## **OTHER DUTIES AND FUNCTIONS:**

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in the students the belief in and practice of ethical principles and democratic values.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures; appropriate school law; requirements of the Ohio Department of Education; effective management procedures; required local, state and federal reports; supervision; teaching techniques and methods; instructional curricula; personnel system requirements and procedures; student discipline code; public relations; effective conferencing techniques; district and community resources. Individuals with Disabilities Education Act (IDEA), Ohio Department of Education Operating Standards, assessment tools, and data based decision-making, intervention and specialized instruction in the areas of special education and gifted education. ETR and IEP procedures and requirements.

Ability to: Interpret policy, rules and regulations; work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect and analyze data; compile and prepare required reports; write grants and meet grant guidelines; evaluate teaching techniques and methods; evaluate curricula and make appropriate recommendations; communicate effectively; build trust; manage time; lift a moderate amount of weight; transport self and materials to work sites.

Skill in: Use of computer, instructional and office equipment, basic math, English and communications.

## **EQUIPMENT OPERATED:**

Computer, instructional and office equipment.

## **ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, traffic, blood, bodily fluids and tissue

Periodic: Exposure to inclement weather driving conditions and severe weather; attends functions or performs duties outside the normal working hours.

Frequent: Exposure to blood, bodily fluids and tissue.

## **TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

## **EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Staff.

**STARTING DATE:** January 2019

**SALARY:** Based upon the approved Governing Board Salary Schedule

**BENEFITS:** Excellent benefits for all full time employees

**WORK YEAR:** Full Time

**DEADLINE:** Until filled

**APPLY TO:** Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.