



# Inspiring a Community of Achievement

MARION CITY SCHOOLS  
Marion, Ohio

July 8, 2022

**POSITION VACANCY ANNOUNCEMENT**  
Anticipated Openings for the 2022-23 School Year

**Title:** Gifted and Testing Coordinator

**Department:** Administrator

**Responsible To:** Supervisor of Teaching and Learning/Designee

**Supervises:** Educational assistants (para-professionals)/volunteers/student teachers

**Qualifications:** Must hold a valid Ohio Teaching License and/or the appropriate Endorsement and Authorization for the assignment. Bachelor's Degree or higher in education from an accredited college or university.  
At least three to five years of successful teaching experience.  
Must have appropriate gifted endorsement or willing to attain such.  
Previous supervisory experience preferred.  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.  
Experience with Power School

**Terms of Employment:** 224 day contract with possible extended days.  
Salary, and benefits commensurate with experience.

**Job Goal:**

The district gifted and testing coordinator will provide coaching and support to gifted service providers and will oversee the identification, screening, programming and practices in place to ensure the needs of gifted students are met. The coordinator will oversee local and state testing. Ability to help school teams integrate and synthesize student achievement data from a variety of sources in order to identify strengths and areas for improvement.

### **Performance Responsibilities:**

- Maintain and update district policy, procedures, & reporting;
- Provide curriculum & instruction coaching and support;
- Manage screening, identification, testing & placement of gifted students;
- Supervise and coordinate with district gifted coordinator supplementals;
- Facilitate and provide outreach opportunities; Exhibits knowledge of Ohio's Operating Standards for Identifying and Serving Gifted Students; Overseas State and local testing/assessment programs; including managing student data in PowerschoolWork in collaboration with Federal Programs personnel.

### **Specifics of the Position:**

- Increase the quality and effectiveness of the classroom instruction;
- Expands teacher's use of a variety of resources to improve instruction;
- Assist the principal and leadership team in the disaggregation of student performance data, by area of need and coaching teachers in that area of need;
- Designs collaborative, job embedded, standards-based professional learning;
- Assist in the collection of the end of the year HQPD documentation of providers;
- Ensures that student achievement data drives instructional decisions at the classroom;
- Collaborate with the school leadership team to establish school culture of trust so that coaching is viewed in a positive manner by teachers and a vehicle to assist teachers in improving practice;
- Consult with school personnel regarding gifted education issues in district strategic planning processes and the development of school improvement plans;
- Assist school personnel in ensuring district compliance with accountability requirements- entering EMIS & Self-reporting information for all students served;
- Assist school personnel in the on-going evaluation of effectiveness of gifted education services, including input from parents of students who are gifted;
- Assist school personnel in ensuring that documents required in this rule regarding gifted identification procedures and written criteria for placement in gifted services are accurate and accessible to parents and other stakeholders (including website);
- Assist school personnel in the development, appropriate dissemination, evaluation and revision of written education plans (WEP's) for gifted services;
- Support the Completion of WAP's for all accelerated students ;
- Facilitate the development or maintenance of a continuum of gifted services for the district, involving stakeholders;
- Work with school leadership to establish and maintain district acceleration policy;
- Establish and monitor early entrance to kindergarten procedures that are aligned to district acceleration policy;
- Work with school leadership to promote credit flexibility;
- Provide support to all school personnel on gifted education issues;
- Plan and monitor the gifted budget;
- Any other services determined by the Superintendent/Designee;

### **Provide curriculum & instruction support:**

- Assist school personnel in the design of gifted education services;
- Consult with school personnel about ways to develop and adapt curriculum, materials, and teaching strategies to reach all learners, including gifted learners;
- Research and share findings of current research and best practices into curriculum development and classroom instruction;

- Guide school personnel in improving the academic progress of gifted students in the district, monitoring students' academic progress through use of all available data;
- Provide professional development and gifted resources to various stakeholders;
- Participate in ongoing professional development activities;
- Assist with testing inventory, updated accounting of all assessments in district;

**Manage screening, identification, testing & placement of gifted students:**

- Develops and coordinates the identification process (including whole-grade screening, individual referrals and arranging for appropriate profession/private space for individual testing);
- Guides development of the district identification plan, reviews and submits revisions as needed;
- Conducts the assessment process for identification;
- Participates in acceleration meetings and student placement in appropriate educational service and settings;
- Notifies stakeholders regarding access to referral forms and parent brochures;
- Notifies parents about identification status within 30 days of receipt of results;
- Assist in the identification of gifted services;
- Request testing data from building administrators following each of the 3 testing windows and use to share with EMIS coordinator to update Powerschool;
- Coordinate MS and HS list of students/ accelerations for whole grades and subject acceleration
- Plan for Parent meetings discussing Acceleration pathways and what the WAP means including the transition period;
- Collaborates with building principals on scheduling and Clustering Elementary Students;
- Collect rosters of MS HS honors, advanced, CCP, AP etc;

**Oversee local and state testing:**

- Work with schools to coordinate district-wide testing and provide training on proper testing protocol
- Works with department supervisors to coordinate district-wide testing and provide training on proper testing protocols
- Serve as a resource person in planning and conducting in service activities for improvement of teacher practices in the areas of test construction, test administration, and test results evaluation
- Work with the EMIS Coordinator to ensure accurate tracking and reporting of student test data

**Facilitate and provide outreach opportunities:**

- Work with gifted intervention specialists to organize, plan, and coordinate family learning opportunities throughout the school year in their respective buildings.(example Family Math Night, Right to Read Week, ect.);
- Manage content on website, including district policies and procedures as well as parental resources;
- Gather input related to perceptions about the gifted program from parents of students who are gifted as well as staff members;
- Coordinate, support, and/or promote activities such as: special seminars, mentorship, advanced coursework, career explorations, distance learning, summer enrichment opportunities, independent studies, interdisciplinary curricular experiences, visual and/or performing arts experiences, and any other educational option designed for gifted and talented, as well as supervising and evaluating educational options for gifted students;
- Advocate for the needs of gifted children at the local, state and national levels;

- Serve as a liaison among students who are gifted, school personnel, parents, community members, colleges and universities, industry, business and cultural institutions and other interested publics;
- Communicate with parents and others about the characteristics and educational needs of gifted students;

**Required Knowledge, Skills, Abilities:**

- Evidence of at least three years of successful teaching experiences;
- Exhibits knowledge of Ohio's Operating Standards for Identifying and Serving Gifted Students
- Knowledgeable about gifted policy and regulations;
- Maintain knowledge of academic area, teaching methodology and strategies to engage students;

**Other Duties and Responsibilities:**

- Exhibit professional behavior, emotional stability and sound judgment;
- Maintain confidentiality and respect for confidential information at all times;
- Establish and maintain cooperative relationships;
- Attend meetings, professional development and serves on staff committees as required;
- Interacts in a positive manner with staff, students and parents;
- Demonstrates willingness to learn, acquire, and apply new skills and knowledge;
- Knowledgeable about gifted policy and regulations;
- Adhere to all standards established by the Ohio Department of Education for Licensed Educators.
- Maintain good attendance and punctuality;
- Ability to work effectively with others;
- Ability to communicate ideas and directives clearly and effectively both orally and in writing;
- Refer suspected cases of child abuse immediately to the appropriate child protective services/law enforcement agency as mandated by state law and Board of Education policy;
- Promote good public relations by personal appearance, attitude and conversation;
- Plans purposeful assignments for educational assistants (para-professionals), volunteers and student teachers;

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

**Evaluation:**

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

**Marion City Schools is an Equal Opportunity Employer**

It is the policy of the Marion City Schools Board of Education that the best qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, disabling or military status. No person shall be denied employment solely because of any impairment which is unrelated to the ability to participate in activities involved in the position or program for which application has been made.

*\*This job description identifies primary responsibilities and is not intended to be a complete list of all tasks and activities. This job description is subject to change in response to student demographics,*

*staffing factors, funding variables, modified operating procedures, program/curriculum changes as directed by the Superintendent of Marion City Schools.*

**How to Apply: Internal**

If you are interested in being considered for this position you must apply online at [www.marioncityschools.org](http://www.marioncityschools.org) prior to 4:00 p.m. Monday, July 11, 2022. Follow links: District/Work at Marion City/Apply now for Internal Positions/Administration/Apply Job #17548/Login to existing account. If you have any questions please contact Lisa Oberdier, Curriculum Supervisor, via email [loberdier@mcspresidents.org](mailto:loberdier@mcspresidents.org)

**How to Apply: External**

If you are interested in being considered for this position you must apply online at [www.marioncityschools.org](http://www.marioncityschools.org) prior to 4:00 p.m. on Monday, July 11, 2022. Follow links: District/Work at Marion City/Apply Now for External Positions/Administration/Apply Job #17548/Login to existing account or if you do not have an account select Start to begin the process. If you have any questions please contact Lisa Oberdier, Curriculum Supervisor, via email [loberdier@mcspresidents.org](mailto:loberdier@mcspresidents.org)



