



## HADDONFIELD PUBLIC SCHOOLS

ONE LINCOLN AVENUE ~ HADDONFIELD, NJ 08033-1866  
TELEPHONE: 856-429-4130 EXT. 201 FAX: 856-354-2179

### Job Description

POSITION: Elementary School Gifted and Talented Coordinator

SCHOOL: Central, Elizabeth Haddon, J.F. Tatem

PURPOSE: Coordinate and direct the Gifted and Talented (G&T) Program at the Elementary Schools

#### ACTIVITIES:

1. Teach students identified as eligible for gifted and talented services in grades three to five.
2. Maintain a "watch list" record of students identified in grades K-2.
3. Instruction will take place after school hours once per week for up to ninety minutes.
4. Communicate and coordinate with students' teachers the nature and ongoing direction of the program.
5. Provide professional development for elementary school teachers on how to enrich learning for Gifted and Talented students.
6. Maintain effective methods of communicating with parents and classroom teachers.
7. Keep the principal and other interested parties informed about the progress of the program.
8. Annually assess the effectiveness of the program and make recommendations as needed to the Assistant Superintendent.
9. Reports to the Assistant Superintendent and Principals.

FUNDING: Funded through the annual instruction budget.

DURATION: Mid-September to end of May

STIPEND: Level 5

10/16/14