



## HADDONFIELD PUBLIC SCHOOLS

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

### Job Description

POSITION: Middle School Gifted and Talented Coordinator

SCHOOL: Haddonfield Middle School

PURPOSE: Coordinate and direct the Gifted and Talented (G&T) Program at the Middle School

#### ACTIVITIES:

1. Teach students identified as eligible for gifted and talented services in grades six and seven.
2. Coordinate a mentorship program for independent inquiry for students in grade eight who are eligible for the program. Mentors will most likely be other teacher who will be paid at the curriculum rate not to exceed one hour per week.
3. Instruction will take place one day per week during one period per day and up to thirty minutes after the student day.
4. Communicate and coordinate with students' teachers the nature and ongoing direction of the program.
5. Provide professional development for middle 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 Middle School Principal and/or Assistant Principal.

FUNDING: Funded through the annual instruction budget.

DURATION: Mid-September to end of May

STIPEND: Level 5

10/16/14