

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager-Gifted and Talented Education	<b>REPORTS TO:</b>	Executive Director of Leadership and Learning
<b>DEPARTMENT:</b>	Leadership and Learning	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>REVISED:</b>	July 31, 2015		

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**BASIC FUNCTION:**

Plan, organize, control and manage activities related to programs for gifted pupils; establish eligibility standards for pupil participation in programs; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, control and manage activities and programs for gifted pupils. *E*

Provide assistance and advice on programs; make classroom visits, evaluate program guides and handbooks for administrators, including instructional materials such as brochures, and supplementary materials. *E*

Actively support the District's instructional program and encourage support of staff and community; work closely with Directors of various content areas to align the program and professional development, provide leadership in the development and implementation of instructional programs as appropriate to assigned school site or department. *E*

Develop and participate in orientation, certification and professional development for staff. *E*

Plan and direct budgetary, financial and reporting aspects of the gifted program to ensure compliance with State standards. *E*

Oversee implementation of eligibility standards for pupil participation in programs. *E*

Plan and direct scheduling and operational aspects of programs. *E*

Direct identification efforts and testing activities; maintain rosters of identified gifted pupils and case study files for pupils enrolled. *E*

Provide leadership to parent/citizen advisory committees. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Develop and evaluate the performance of assigned staff; provide for continuing departmental staff, professional development in instructional practice, internal auditing programs, analyses and related functions; develop work schedules to support school; interview and select employees, and evaluate appropriately. *E*

Provide technical expertise, information and assistance to the Executive Director of Leadership and Learning regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare program application for submission to the State. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Develop and prepare the annual preliminary budget for GATE; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in a related field, teaching experience in an appropriate specialty field for gifted education, and four years in a demonstrated teaching and instructional leadership position, such as site administrator experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern theories, techniques and methodologies of gifted education instruction and school operation.

Research focused on standards-based instruction and educational access for all students.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and administer a District GATE program and related activities for the District.

Provide leadership and direction to the gifted program.

Collaborate with various curriculum departments to plan, implement and evaluate the program.

Train and evaluate the performance of assigned staff.

Review existing and pending legislation related to procedural guidelines and the District GATE program and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.