

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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| <b>TITLE:</b>      | Director, Gifted and Talented Education | <b>REPORTS TO:</b>     | Assistant Superintendent, Instructional Support Services |
| <b>DEPARTMENT:</b> | Instructional Support Services          | <b>CLASSIFICATION:</b> | Certificated Management                                  |
| <b>FLSA:</b>       | Exempt                                  | <b>SALARY GRADE:</b>   | 034<br>AASD  |
| <b>REVISED:</b>    | July 1, 2011                            |                        |  |

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**BASIC FUNCTION:**

Direct and manage the operation of the GATE Department which is focused on the effective implementation of programs aimed at placing and supporting all students in rigorous coursework. These programs include: Gifted and Talented Education, Advancement Via Individual Determination (AVID), Advanced Placement (AP) and International Baccalaureate (IB).

**REPRESENTATIVE DUTIES:**

Plan, organize, manage, and direct the improvement of programs designed for K-12 students to succeed in academically rigorous coursework (GATE, AVID, AP, and IB); create, enhance, and expand the design of these initiatives. *E*

Review and/or conduct educational research on effectiveness of these programs. *E*

Develop and evaluate the performance of assigned staff; interview and select employees. *E*

Develop and implement professional development models that support these programs. Support personnel and teachers; recruit and contract experts to consult and support administrators, resource staff, and teachers. *E*

Work with Executive Director of Curriculum & Instruction and Chief School Improvement Officers to monitor and identify needs across the district. *E*

Work with Standards, Assessment, and Accountability staff to analyze student achievement, program design, implementation and effectiveness of the instructional programs and initiatives, district professional development and support strategies. *E*

Collaborate with and assist Area Superintendents, the Executive Director of Curriculum and Instruction, and the appropriate directors of specific content areas with the development and organization of professional development for administrators. *E*

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

Chair appropriate committees. *E*

Support and evaluate the performance of assigned staff; provide continuing professional development for the department staff. Interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Provide technical expertise, information, and assistance to the Executive Director of Curriculum & Instruction. *E*

Assist in the formulation and development of policies, procedures, and programs. Advise the Executive Director of Instruction & Curriculum of strengths and unusual trends or issues; recommend appropriate corrective action. *E*

Represent the district at national, state, and local meetings and conferences. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. Research and prepare Board reports on matters related to the work of the department and others as requested. *E*

Communicate with other administrators and district 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*

Review existing and pending legislation related to procedural guidelines which are interrelated to the department's programs and recommend origination, modification, or support of legislative measures. *E*

Assist in developing grant proposals related to department programs. *E*

Lead or participate in meetings involving parent/community groups. *E*

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

Perform related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a master's degree in education and seven years of recent, directly related experience in educational leadership assignments. Supervisory experience is highly preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Credential.

Valid California driver's license.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern and effective theories, techniques and methodologies of gifted education and related rigorous academic coursework.

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

Instructional leadership at the site level.

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.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize, manage, and direct a District GATE program and related rigorous academic programs for the District.

Provide instructional leadership and direction to initiatives focused on improving the performance of students.

Collaborate with various curriculum departments to plan, implement and evaluate rigorous academic programs.

Manage, train, support, and evaluate the performance of assigned staff.

Review existing and pending legislation related to procedural guidelines and the District GATE program and other related academic programs 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.

Meet schedules and time lines.

Plan and organize work.

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; lifting light objects.

Revised: 7.01.11

Issued: 7.08.08

Job Code 1145

JB