



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/28/2024

Supervisor, Gifted

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

Department Overview

The Department of Instruction is charged with the development and implementation of high-quality education to improve student learning. DOI provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Elementary, Middle, High School Offices, Instructional Programs, Teaching & Learning, and School Administration.

Job Overview

The Gifted and Talented Supervisor provides leadership in developing and coordinating the programs needed by gifted and talented students in the School District, provides related administrative support for programs, provides an effective placement process for all students affiliated with the Gifted and Talented program, leads the development of the Gifted Education Plan for District, oversees the Superintendent's Advisory Committee on the Gifted Education Plan, oversees the Superintendent's Advisory Committee on Gifted Education, and provides consultation and advisory services on Gifted Education.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Implements procedures for placement of Gifted and Talented students in appropriate programs and revises procedures as necessary; develops curriculum in association with teachers to ensure that the curriculum implements SOLs related to appropriate grade levels; performs classroom observations and provides functional and technical assistance to Gifted teachers; interacts with other departments to ensure that information and data on Gifted students is collected and stored in support of the District's Gifted plan; responds to inquiries regarding the Gifted Program from administrators and others
- Attends meetings relating to Gifted Program to share information and report on matters concerning Gifted Education, and serves on committees, work groups, and other bodies as assigned; makes presentations as requested; facilitates and oversees the Superintendent's Advisory Committee on Gifted Education
- Budgets for, processes, and oversees the distribution of instructional resources and program needs in the division; maintains an inventory of materials and resources for the Gifted programs
- Assists in the preparation of reports, attends Board Meetings, and serves on committees as assigned by the Director of Instructional Services
- Keeps abreast of developments in the field of Gifted Education and provides leadership to ensure programs remain responsive to the needs of children in LCPS

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree and a Postgraduate Professional License with an endorsement in Gifted Education

Experience

Five (5) years of progressive overall education experience in teaching, supervision, administration
Experience leading and teaching gifted students

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.