

Gifted Education Director / Gifted Education Coordinator Role in Administrative Units



- Facilitate the collaborative development, implementation and success of the Gifted Education Program Plan for the administrative unit
- Ensure that the regulations for the Program Plan are upheld in the administrative unit
- Develop a team to work and collaborate with regarding gifted students and gifted educational programming options
- Be a spokesperson for gifted students and gifted education information
 - Articulate the mission, vision and goals of gifted education and the administrative unit's Gifted Education Program Design to stakeholders
- Foster the assimilation of gifted education into the quality instructional and assessment programs offered in the administrative unit
- Integrate the social-emotional needs of gifted students into ongoing programming options offered in the administrative unit
- Collaborate with administrative unit and/or district offices for the reporting of gifted student enrollment, achievement and improvements in the gifted education program
- Develop a long-term plan for professional development – increasing the capacity of educators to know, understand, and serve gifted students
- Consider a strong gifted education program as a means to:
 - Maximize gifted student achievement and development of exceptionalities
 - Maximize enrollment
 - Provide accelerated learning opportunities
 - Reduce potential drop-out rates
 - Provide Colorado with outstanding candidates for high level university and employment opportunities

Gifted Education Director / Gifted Education Coordinator

Example: Timeline of Key Practices



Beginning of the School Year

- Disseminate information about gifted identification and programming and how parents and students may access the established procedures
- Articulate goals and objectives in the Administrative Unit Plan
- Review gifted student achievement goals (e.g., CSAP, district assessments)
- Articulate gifted student achievement goals of the district or administrative unit
- Acknowledge and confirm the gifted education team, support system, and network for your administrative unit or district
- Communicate the "cycle" for implementation of the Gifted Education Program Design
- Inservice new staff
- Attend State Directors' meetings
- Submit the End-of-Year Report by September 30
- Connect with the gifted education regional network of directors and coordinators

Mid Year

- Attend the State Directors' Meeting
- Checkpoint for Gifted Education budget expenditures
- Monitor gifted programming and make adjustments as necessary
- Address needs of staff to administrators
- Implement screening and identification procedures according to CDE guidelines
- Support Advanced Learning Plan review and integrate with ongoing parent-teacher reporting practices

Spring

- Attend the State Directors' meeting
- Update the gifted student database
- Facilitate implementation of clear articulation/transition processes for gifted students
- Collect and review gifted student and programming data; or, feedback/evaluation data
- Collaborate with stakeholders in developing objectives for the Administrative Unit Plan
- Submit the Administrative Unit Plan by the due date in late April
- Collect End-of-Year Report data from local schools or districts for the EoY Administrative Unit Report that is due September 30
- Deliver an annual report to the local School Board of Education

