

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Gifted and Talented Teacher/Coordinator K-5

**REPORTS TO:** Assistant Superintendent of Curriculum

**QUALIFICATION:** Certification as Teacher  
Required criminal background check and proof of US citizenship  
or legal resident alien status.

### **PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership in the development of programs for gifted students at the elementary level.
2. Provides leadership in the evaluation of existing curriculum and the curriculum revision process.
3. Assists the Assistant Superintendent of Curriculum in district staffing decisions.
4. Organizes, schedules activities, and arranges transportation for curriculum-related field trips.
5. Acts as a liaison to district parent advocacy groups for gifted children.
6. Develops and monitors the GRO budget, which includes ordering supplies, budgeting for field trips, and budgeting for special programs.
7. Organizes and schedules GRO Back to School Night (October) and an afternoon meeting for parents of new students admitted mid-year to the program.
8. Acts as a resource for the GRO Program and provides information about the program to parents and educators as requested.
9. Reviews and orders progress reports for all instructional units throughout the year.
10. Inventories, reviews, and orders testing materials for the GRO identification process.
11. Maintains and updates all forms related to the GRO identification process.
12. Keeps an inventory of GRO supplies.
13. Leads weekly meetings of GRO teachers and takes action on agenda items as required, including a written report to the Assistant Superintendent of Curriculum.
14. Assists in the mentorship of new staff.

Date Adopted: June 1990

Revised: 5/12/09

JD/ Basic Skills