Job Title: ENRICHMENT AND EXTENDED LEARNING SPECIALIST  
Department: Curriculum Department  
Reports To: Deputy Superintendent  
FLSA Status: Non-exempt  
Level: 24  
Approved: May 12, 2020

SUMMARY: Under the direction of the Deputy Superintendent of Teaching and Learning, this position works in collaboration with administration and teachers to provide supplemental support for increasing advanced student achievement for all students, specifically gifted and talented students through instructional planning and classroom support for teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Design and implement an elementary program for our advanced and Extended Learning Program students based on the district's goals and objectives.
- Design and implement a cohesive middle school gifted program that fulfills the requirements of the Extended Learning Program while planning a program of study that meets the individual needs, interests, and abilities of gifted students based on the district's goals and objectives.
- Work closely with elementary and middle school Extended Learning Program instructors to address the needs of our gifted and talented students. Meet individually with Extended Learning Program instructors at each site to provide training for delivery of instruction, enriched learning in classroom settings, and methods for teaching gifted and talented students.
- Train new teachers and new Extended Learning Program instructors in methods of advanced and gifted and talented instruction. Provide model similar to literacy coaching. Work with new Extended Learning Program instructors modeling, observing and developing classroom instruction for gifted.
- Act as a liaison between the Extended Learning Program at the elementary and high school level to provide consistency between programs.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
EDUCATION and EXPERIENCE
- Bachelor’s Degree in Education
- A minimum of three (3) years of experience working with gifted students. Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements will be accepted.
- Experience in the principles and practices of gifted instruction.
- Experience in the principles and practices of Cognitive Coaching.
- Experience with the implementation and assessment of data driven professional development.
- Has the ability to link and coordinate professional development with student achievement.
- Demonstrated knowledge and proficiency in working with computers and other types of technology

LANGUAGE SKILLS
Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, and district and department regulations. Ability to prepare correspondence, reports, and forms; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, parents, community members, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret charts and graphs.

REASONING ABILITY
Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram from. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arizona driver’s license and proof of current automobile insurance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up
to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low to moderate.

**TRAVEL**
This position requires the employee to be able to travel efficiently between the assigned school sites and other locations within the local area. Travel is occasional in the local area with infrequent trips within the state.