

# Project Facilitator, Gifted and Talented Education

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#); Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this position will coordinate and provide specialized instructional support for Gifted and Talented Education (GATE) specialists and students identified as Highly Gifted (HG). These supports include working collaboratively with GATE specialists to improve differentiated instructional practices, supporting general education teachers, counselors, and parents/guardians for both gifted and highly gifted students, and providing professional learning opportunities aligned to school and District goals. The person selected for this position will be expected to adhere to the Clark County School District's *Professional Domains and Standards for Licensed Employees* and will report to the Director of Gifted Education Services.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works effectively with students, school personnel, and parents/guardians to promote student success.
2. Observes and identifies potential highly gifted students for assessment within general education/GATE classrooms and assist GATE staff and general education teachers with the referral and identification process.

3. Provides assessment support to GATE specialists to meet District initiatives.
  4. Plans, organizes, and coordinates professional learning opportunities after school and/or Saturdays, for GATE specialists and school personnel.
  5. Assists general education teachers, GATE specialists, and parents/guardians to address the social and emotional needs of HG students.
  6. Supports HG students and parents/guardians to include differentiated strategies, individualized student visits, and ongoing communication.
  7. Schedules and facilitates HG meetings with school personnel and parents/guardians to support differentiation in the general education setting.
  8. Plans, organizes, and coordinates workshops after school and/or Saturdays, for HG students and families.
  9. Serves in a problem-solving capacity with school personnel and parents/guardians.
  10. Performs other duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Effective presentation and workshop facilitation skills.
  2. Effective verbal and written communication skills.
  3. Willingness to maintain a flexible work schedule to provide professional learning beyond work hours, as needed.
  4. Work collaboratively with department staff members.
  5. Ability to work under pressure and meet deadlines.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful teaching experience in a gifted education classroom.

### **Licenses and Certifications**

1. Must possess, or be able to acquire by the time of appointment to the position, a valid Nevada Educational License issued by the Nevada Department of Education (NDE).
2. Possess a current state certification/endorsement in gifted/talented education.
3. Must hold, or be able to hold, an endorsement for the appropriate grade level.
4. A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

None specified.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 02/09/24