



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 8/86; 3/86; 12/86; 2/88; 8/89; 12/91; 6/92; 3/93;  
8/93; 11/94; 3/96; 2/98; 3/01; 10/12; 2/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Advanced Learning Program	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Assessment & Personalized Learning	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Assessment & Personalized Learning	<b>PAY GRADE:</b> CS1 (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises and monitors all Advanced Learning Programs and services. Monitors FTE district data for gifted services. Provides support, guidance and training to local schools concerning implementation of all Advanced Learning Programs and services.	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate with Gifted Education Endorsement; Valid Georgia Educational Leadership Certification
3.	Experience: 3 years teaching in Advanced Content/Gifted programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, technology skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises and monitors all Advanced Learning Programs and services.
3.	Provides consultation to teachers, counselors, and administrators regarding ALP services.
4.	Manages review of gifted eligibility paperwork and data entry requirements.
5.	Coordinates and provides professional development opportunities to increase teacher capacity for rigorous instruction.
6.	Identifies and provides resources to schools to support ALP.
7.	Works district leaders to review and develop appropriate curriculum to meet the needs of our gifted students.
8.	Manages gifted assessment materials, inventory, and distribution.
9.	Manages the application and scheduling process for Cobb’s Gifted Endorsement Program.
10.	Manages FTE district data reporting for gifted services.
11.	Collects, analyzes, and reports data and best practice research to evaluate and improve ALP services.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_