



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; 7/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Advanced Learning Program	JOB CODE: 621A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Academic Supports and Enrichment	WORK DAYS: 231
REPORTS TO: Director, Academic Supports and Enrichment	PAY GRADE: CS1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: 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 _____