

JOB DESCRIPTION

POSITION TITLE: Talent Development Consultant, Advanced Learning	JOB CODE: 447D
DIVISION: Academic, Teaching & Learning	SALARY SCHEDULE: Consultant
DEPARTMENT: Assessment & Personalized Learning	WORKDAYS: Annual Administrative
REPORTS TO: Advanced Learning Program Supervisor	PAY GRADE: CC3 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports, consults, plans, organizes and facilitates professional learning for talent development activities (e.g., AVID, Advanced Content, Dual Enrollment, Summer Enrichment activities, etc.) and related initiatives.	
REVISION DATE(S): 5/24	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Gifted Endorsement preferred; Leadership certificate preferred
3.	Experience: 3 years of teaching talent development programs; experience designing and leading professional development; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Strong written and oral communication skills; strong knowledge of K-12 talent development programs, strengths in designing and facilitating professional learning; leadership skills; 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.	Coordinates and provides professional development opportunities to increase teacher capacity for talent development activities.
3.	Designs and facilitates summer talent development activities (e.g., AVID Summer Institute, Summer Enrichment Academy, etc.).
4.	Supports and coordinates events for talent development activities (e.g., Dual Enrollment Summit).
5.	Manages talent development materials, inventory, and distribution of resources in collaboration with the ALP Supervisor.
6.	Collaborates with district staff and schools to assist in management and support of talent development programs.
7.	Identifies and provides differentiated resources to support the talent development needs of each school.
8.	Works with the ALP Supervisor to communicate talent development information to external partners.
9.	Assists in the development and production of instructional resources.
10.	Engages in professional learning to stay abreast of current research and best practices related to talent development and advanced learners.
11.	Collects, analyzes, and reports talent development data.
12.	Develops and grows partnerships with post-secondary institutions to support CCSD talent development programs.

13.	Collaborates with district and school leaders to engage in a continuous improvement cycle for talent development programs.
14.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____