

SOUTH SIOUX CITY COMMUNITY SCHOOLS

HIGH ACHIEVER COORDINATOR ADDENDUM

Reports to: **Building Principal**

SUPERVISORY RESPONSIBILITIES

- High Achiever students and clerical staff.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

- Coordinates and processes all High Achiever applications, paperwork, student files, and advisory meetings for the High Achiever program.
- Communicates effectively with parents regarding the High Achiever program.
- Provides leadership for the High Achiever program within the school district and the community.
- Prepares all district, state, federal reports accurately and in a timely manner, as required.
- Serves as a liaison to community agencies.
- Oversees the Student High Achiever Mentors program.
- Attends all required High Achiever local and state meetings.
- Serve as an advocate of the gifted student.
- Select curriculum or write curriculum appropriate for gifted students and present this curriculum in a pull-out or assigned teaching class.
- Work with other teachers in curriculum compacting, differentiation and any other assistance classroom teachers may desire.
- Remain current with new programs and curriculum ideas in the area of giftedness.
- Assume a leadership role in the public relations for the departmental program, including presentations to school groups, parents clubs and other community, county and state organizations.
- Foster and maintain cooperative relationships with area colleges and universities to advance common educational objectives.
- Facilitate mentor program for gifted students in academic, talent, and interest areas.
- Other duties as assigned.

ADDITIONAL EDUCATION, CERTIFICATION OR LICENSURE REQUIREMENTS

- Master's Degree, preferred.
- Five years successful classroom teaching experience.

SKILLS AND ABILITIES

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have a strong communication, computer and interpersonal skills.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, and community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.