

**Dumas ISD**  
**Teacher/Gifted and Talented Coordinator**  
**Performance Appraisal**

---

**NAME:**

**SCHOOL:**

**DATE OF REVIEW:**

**Job Title: Gifted and Talented Coordinator**

**Wage/Hour Status: Exempt**

**Reports to: Assistant Superintendent**

**Pay Grade: 7**

**Dept./School: Special Programs**

**Date Revised: 6-16-09**

**Primary Purpose:**

Coordinate the district program for gifted and talented students. Collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented students.

FOR EACH RESPONSIBILITY CATEGORY, A RATING OF **A-D** MUST BE CIRCLED, WITH **A** BEING HIGH AND **D** BEING LOW. **A**, MEANS CLEARLY OUTSTANDING OR EXCEEDS EXPECTATIONS; **B**, MEETS EXPECTATIONS; **C**, BELOW EXPECTATIONS AND **D**, UNSATISFACTORY. WHEN A RATING OF **D** IS GIVEN, AN EXPLANATION SHOULD BE GIVEN.

**Program Management.....A B C D**

1. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels districtwide, including review of student data and testing of students.
2. Develop and revise gifted and talent curriculum.
3. Assist teachers to develop and provide gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
4. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
5. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.



**Dumas ISD**  
**Teacher/Gifted and Talented Coordinator**  
**Performance Appraisal**

---

**Consultation.....A B C D**

- 6. Provide resources and materials to support staff in accomplishing program goals.
- 7. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.
- 8. Plan and conduct parent meetings, including parent advisory committee meetings.

**Budget and Inventory.....A B C D**

- 9. Administer the gifted and talented budget and ensure that programs are cost-effective and that gifted and talented funds are managed wisely.
- 10. Compile budget and cost estimates based on documented program needs.
- 11. Participate in grant-writing activities to obtain program funding.
- 12. Assist with the selection and purchase of supplemental equipment and supplies for the program.

**Policy, Reports, and Law.....A B C D**

- 13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Other:**

---

---

---

---

**EVALUATOR'S COMMENTS**

---

---

---

---

**EMPLOYEE COMMENTS**

---

---

---



**Dumas ISD  
Teacher/Gifted and Talented Coordinator  
Performance Appraisal**

---

---

**ACKNOWLEDGEMENT**

**I have read and received a copy of this evaluation. The results have been reviewed with me.**

\_\_\_\_\_  
**Signature of Teacher/Gifted and Talented Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Cafeteria Manager**

\_\_\_\_\_  
**Date**

