

January 14, 2011

POSITION TITLE: COORDINATOR-TALENTED & GIFTED RE-OPENED

The Madison Metropolitan School District has an opening and is seeking qualified applicants for the position of **Coordinator-Talented & Gifted** for the 2011/12 school year. The Madison Metropolitan School District actively seeks and encourages minorities and women to apply.

THE CITY AND SCHOOL DISTRICT

Located in the south central portion of the state, Madison, Wisconsin has a population of 225,000 persons and is the home of the University of Wisconsin and the State Capitol. The City of Madison includes 4 lakes, 13 city beaches, 208 parks and 4,700 acres of parkland. Madison is located within Dane County which has 35 lakes and 19 parks. Milwaukee is 77 miles east and Chicago is 146 miles southeast.

Over the past several years, Madison has been recognized as one of the best places to live in America: **Money** magazine named it the best place to live in America and ranked Madison's schools #1 among the nation's 300 largest metro areas. **Outside** magazine calls it a "Dream Town". **USA Today** listed Madison among the top 10 cities to live. **Zero Population Growth** ranks Madison as the healthiest city in the country to raise children and **Ladies Home Journal** gave Madison Schools a score of 100% when it ranked Madison the "best place for women to work." Business magazine **Expansion Management** gave Madison Schools its perfect ranking among 1,000+ schools nationwide for its demonstrated ability to graduate successful students.

The Madison Metropolitan School District is the second largest school system in Wisconsin and has a student population of 24,622 students in 32 elementary schools, 11 middle schools, 5 high schools, and several alternative programs, a total staff of over 5,900 and an operating budget of \$413 million. The District has a 50% minority student population. The Madison Metropolitan School District has schools at elementary, middle and high school levels rated as National Schools of Excellence.

For additional information contact the following websites: Madison Metropolitan School District - www.madison.k12.wi.us; City of Madison - www.ci.madison.wi.us; County of Dane - www.co.dane.wi.us; State of Wisconsin - badger.state.wi.us; Department of Public Instruction - www.dpi.state.wi.us; University of Wisconsin - www.uwsa.edu.

RESPONSIBILITIES OF THE POSITION

The purpose of this position is to lead and coordinate all aspects of the Talented and Gifted (TAG) Program including program research, development and evaluation; develop district-wide professional development promoting research-based best practices in differentiation pedagogy; provide communication/support to parents, administrators, teachers and students; and to serve as principal for the enrichment portion of Summer School.

- Provides vision and leadership for district-wide TAG Program including compliance with state and district standards and requirements, program evaluation, personnel supervision, budget development and monitoring; collaborative decision making;
- Oversees the implementation of the TAG Plan.
- Analyzes district achievement data and uses data to inform instructional initiatives and acceleration;
- Researches, develops and promotes non-biased evaluation and identification tools;
- Facilitates communication between staff, students and parents regarding differentiation, K-12 classroom enrichment opportunities and TAG Program;
- Acts as advocate for differentiation, K-12 classroom enrichment opportunities and equitable access to accelerated and advanced courses including Advanced Placement;
- Researches, organizes and promotes professional development relevant to differentiation and best practices to increase rigor in K-12 classrooms;
- Integrates differentiation and advanced learning opportunities with technology and other content areas;
- Provides assistance and guidance to schools and other district programs to increase rigor and equitable access to advanced learning opportunities;
- Coordinates and promotes technology applications and online learning for student and professional learning;
- Researches, designs and develops new programming as appropriate;
- Participates in district committees regarding differentiation and TAG programming;
- Administers a summer enrichment program including developing course offerings and promotional documents, hiring teachers, collaborating with others to promote programs, register students and coordinating half-day programming;
- As a member of the Teaching and Learning Department, facilitates district-wide implementation of district goals, priorities and initiatives; supports school-based improvement plans; and implements state gifted and talented education mandates and legislation;

- Creates and administers district TAG budget;
- Authors grant applications; coordinates differentiation and advanced learning grant opportunities with district and outside agencies; and administers grants and evaluations;
- Advocates for differentiation and advanced learning opportunities and acts as liaison to State and out-of-district TAG initiatives;
- Represents TAG needs to community groups and individuals; coordinates parent advisory group; provides information as requested; and gives public presentations regarding TAG;
- Supervises and evaluates instructional staff and facilities for assigned functions including instructional resource teachers for elementary, K-8, secondary and summer enrichment staff.

POSITION SPECIFICATIONS

Required Qualifications

1. Master's Degree in Education or related field.
2. Evidence that candidate is eligible to be certified by the Wisconsin Department of Public Instruction as Director of Instruction (#10) or Principal (#51) and holds a regular teaching license.
3. Minimum 3 years teaching experience.
4. Minimum 3 years of administrative or leadership experience.
5. Demonstrated experience and leadership in gifted and talented education and differentiation.
6. All positions require experience working cross-culturally and/or commitment to work toward improving one's own cultural competence i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise, and having the desire to learn in these areas.

Desired Knowledge, Skills, Abilities and Experience

1. Knowledge of the Wisconsin Model Academic Standards
2. Knowledge of assessment and diagnostic tools
3. Advanced coursework in gifted education or related field or equivalent research experience
4. Experience in achievement and assessment data analysis
5. Experience implementing a gifted and talented program
6. Ability to develop collaborative relationships and work effectively with a wide range of individuals (e.g. teachers, administrators, university professors, parents)
7. Experience developing funding sources including grants
8. Experience integrating technology into curriculum and professional learning
9. Excellent interpersonal skills and effective communication skills, both oral and written

SALARY AND BENEFITS

Salary range for 2010/11 is \$82,246-\$95,753 for 225 days employment. Salary range for 2011/12 will be determined later in the school year. Additional compensation includes a full line of benefits and a generous Merit Pay Program with progression determined on performance and years of service.

APPLICATION PROCEDURE

Persons having an interest in this position should apply online at <https://empapp.madison.k12.wi.us> Or contact Human Resources at (608) 663-1695 for additional information.

(Please refer to the Administrator Application Procedures for more details.)

Deadline for receipt of completed applications (including an online application, letters of reference, Experience Inventory and grade transcripts) is **March 15, 2011**.

SELECTION PROCEDURE

Final selection will be made by the Executive Director of Teaching and Learning with recommendation for employment by the Superintendent of Schools to the Board of Education.

The Madison Metropolitan School District (MMSD) is an Equal Opportunity Employer and does not discriminate on the basis of religion, race, creed, color, national origin, ancestry, age, sex, physical appearance, marital status, disability, arrest or conviction record, membership in the national guard, state defense force, or any reserve component of the military forces of the United States or this state, political belief, sexual orientation, less than honorable discharge, source of income or the fact that an individual is a student.