



EDUCATING LEARNERS FOR THE 21ST CENTURY

## **JOB DESCRIPTION**

### **GATE COORDINATOR**

#### **BASIC FUNCTION**

Under the direct supervision of the principal and with guidance from the Director of Extended Learning Programs, the GATE Coordinator shall plan, design, coordinate, and implement the school's GATE program; and provide leadership in instruction and methodology which will succeed in meeting the goals and objectives of the District's GATE program.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

The duties of this position are not limited to those stated but may also include additional duties that are necessary for successful implementation of this program.

1. Develop, prepare, and facilitate GATE enrichment programs at assigned school site and provide supervision as appropriate.
2. Assist in developing in-service programs for classroom teachers.
3. Complete universal testing for GATE identification.
4. Illicit and receive referrals from student, teacher, or parents to begin the assessment process for GATE identification.
5. Initiate IPT process to determine eligibility of GATE qualified students
6. Disseminate current literature and research which contributes to the improvement of instruction
7. Work with Director of Extended Learning Programs to collect data and evaluate program feedback.
8. Provide outreach to GATE eligible students for participation in GATE enrichment opportunities. Respond to parent, teacher, and student inquiries regarding GATE qualification process, enrichment opportunities, and other GATE related topics.
9. Meet with school principal and teachers of GATE students as needed.
10. Participate on the District GATE advisory committee, district liaison meetings, and parent informational meetings as needed.
11. Prepare for and attend end of year GATE showcase with the Director of Extended Learning Programs.
12. Assist in coordinating snacks with food services for after school participants as appropriate.
13. Perform other duties as assigned.

#### **SUPERVISOR**

Under the immediate supervision of the principal.

#### **QUALIFICATIONS:**

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- Plan, organize, and administer the GATE program;
- Coordinate assigned activities with other departments, schools, and outside agencies;
- Provide responsible and complex administrative support to the principal;
- Interpretation and analysis of data related to students and the program;
- Advise and instruct students and teachers;
- Communicate effectively orally and in writing;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Communicate effectively with diverse constituencies;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others;
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Administer current best practices in the organization and facilitation of technology;
- Maintain consistent, punctual, and regular attendance.

**Physical Requirements:**

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

**Education and Credential Requirements:**

Must possess at least a Bachelor's Degree from an accredited institution with a Masters' degree preferred; and California teaching credential required.

**Experience:**

At minimum of three years teaching experience and two years successful leadership experience in the educational field or other substantial experience serving on the school leadership team, or coordinating site-based programs.

**Certificate Requirement:**

Must maintain current CPR/First Aid certification and a California' Drivers' License.