



Platte River Academy Job Description

Position: Gifted and Talented 5–8 Facilitator

Reports to: Executive Director

Overview: The 5th–8th Grade Gifted and Talented (GT) Coordinator is responsible for leading the identification, curriculum development, and support systems for advanced learners in grades 5 through 8. This position bridges administrative leadership with direct instructional support to ensure equitable access and high-level academic growth for high-achieving students identified as gifted and talented.

The GT Coordinator implements the district’s gifted education model for students in grades 5–8. This includes overseeing universal screening, developing specialized curriculum, and collaborating with classroom teachers to provide enrichment and differentiation that meet the unique cognitive and social-emotional needs of young gifted learners.

Responsibilities — Duties include but are not limited to:

Identification and Assessment

- Coordinate the process to identify gifted students, including universal screening.
- Administer and interpret diagnostic assessments, such as the Cognitive Abilities Test (CogAT), in compliance with state regulations.
- Maintain accurate student data files and lead selection committee meetings to confirm program eligibility.

Curriculum and Instruction

- Develop and revise a multidisciplinary curriculum that reflects current best practices in gifted education.
- Provide direct enrichment services (e.g., pull-out or push-in support) for identified students in areas such as literacy, math, and critical thinking.
- Collaborate with classroom teachers to support differentiated instruction and curriculum compacting.

Leadership and Collaboration

- Plan and lead professional development for staff on differentiation strategies and the social-emotional needs of gifted learners.
- Serve as a liaison among the school, parents, and community, including hosting informational meetings and advisory committee sessions.
- Manage the gifted education budget and assist in selecting supplemental resources.

Compliance and Reporting

- Oversee the development and annual update of Advanced Learning Plans (ALPs) or Educational Plans (EPs) for identified students.
- Ensure all program activities comply with federal and state laws and board policies.

Professional Responsibilities: As full-time, salaried employees, you are expected to contribute to the organization's success outside of the school day. This may include:

- **Regulatory Compliance:** Ensure all operations meet the standards of the Platte River Governing Board, Douglas County School District, and State of Colorado guidelines.
- **Talent Management:** Actively participate in the recruitment, hiring, and onboarding of staff who align with the school's cultural and academic standards.
- **Community Presence:** Serve on committees or task forces and coach (minimum once a month).
- Lead and support Platte River Academy's NJHS programming.

Your involvement enhances our community and supports our mission, making it vital to our collective success.

Experience and Knowledge

- Bachelor's degree in Education or a related field (Master's degree preferred).
- Valid state teaching license with a Gifted Education Endorsement.
- Experience: A minimum of 3–5 years of successful teaching experience, ideally within a gifted or accelerated pathway.

Key Skills

- Expertise in curriculum acceleration and enrichment techniques.
- Ability to interpret and communicate complex testing data to diverse stakeholders.

- Strong organizational and interpersonal skills to coordinate across multiple school sites.

Physical Demands

- Frequent lifting of 5 to 20 pounds.
- Occasional lifting of 20 to 50 pounds.
- Frequent bending, squatting, standing, reaching, sitting, walking, kneeling, crawling, stooping, repetitive motions, and overhead work.

Evaluation, Compensation, and Employment Cycle

- Annual Evaluations: Winter / Spring / Summer
- Contract Period: August 1 - July 31
- Job Classification: Exempt
- Sick leave: 49 hrs
- Personal leave: 2 days per year that accrue up to 6 days
- Contract length: 185 days (186 days depending on if a new hire)
- Salary: \$66,675 - \$84,656 depending on experience

Application Please submit a resume and letter of interest to kpratt@prak8.org with “GT Coordinator 5-8” in the subject line. You may also mail documents to: Platte River Academy Attn: Kera Pratt 4085 Lark Sparrow Street Highlands Ranch, CO 80126

To learn more about Platte River Academy, visit: <https://www.prak8.org>

Equal Employment Statement Platte River Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religion, or sexual orientation.