

Quilcene School District #48

Position Description

Job Title Highly Capable (HiCap) Program Coordinator	Subordinates N/A
Title of Immediate Supervisor Building Principal	Contract Terms In accordance with terms of the QEA Collaborative Bargaining Agreement

Coordinator Duties:

The highly capable program coordinator is responsible for providing leadership of the for Highly Capable (HC) students, grades K-12, in the Quilcene School District. Position objectives include overseeing district services for K-12 HC students; researching, evaluating and implementing contemporary techniques and best practices. As a specialist, provide leadership in the development, articulation, and implementation of differentiation instructional models that support exemplary HC continuum of services. The Coordinator builds successful working relationships through communication and collaboration opportunities for parents, staff and community. The coordinator is responsible for all state and federal reporting involving the highly capable program, including reports completed using iGrants.

Essential Functions:

- Provides coordination and expertise to facilitate accelerated learning and enhanced K-12 instruction across a continuum of services to meet the exceptional needs of identified HC students.
- Promotes collaboration between school administration, staff and parents for the purpose of maintaining effective, consistent and regular communication between all stakeholders.
- Designs and implements an ongoing professional development plan.
- Submits appropriate reports to school board, administrators, staff, parents and community.
- Crafts and submits the required annual OSPI HC District Plan

- Participates in the development of any and all state & federal funding opportunities (iGrant, etc.)
- Recommends budgetary needs and assists in budget preparation.
- Assists staff in developing specialized learning activities for students to include cluster grouping, pull-out programs, self-contained programs, cross grade offerings, out of level offerings, internship, independent projects, dual enrollment options, etc.
- Confers, counsels, trains and assists site administrators and school staff regarding HC eligibility procedures and compliance requirements.
- Works to ensure that the appropriate menu of services is identified and implemented for K-12 students.
- Attends local and state trainings, workshops, conferences related to HC current practices and research.
- Establishes and oversees the scheduling of the nomination process and identification procedures.