



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

POSITION TITLE: Educational Consultant for Gifted Programs
REPORT TO: Director of Educational Services
Contract Days: 202 Days
Contract Year: 2023/2024
Classification: Exempt
Salary Schedule: Licensed
Duty Station: Region 9 - Ruidoso

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required.
5. Attendance at mandatory REC9 or program meetings and professional development is required.
6. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
7. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
8. The ability to demonstrate flexibility in the performance of various job functions is required.
9. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
10. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
11. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
12. Provides professional development to REC9 member district staff regarding gifted students in NM.

13. Assists general education teachers with program development, including adaptation and modification of curriculum for students who are gifted.
14. Collaborate with Special Education Directors
15. to implement gifted programming in alignment with gifted requirements, including for children who are twice exceptional.
16. Consults and supports teachers in the development of Individual Education Plans for gifted students.
17. Guide and support districts with Universal screening (Imesa, SCAs, Cogat) and data tracking.
18. Serve and support the Gifted Advisory Councils as needed and/or develop a regional advisory council.
19. Create a template for member district's to utilize in the development of a Gifted Manual.
20. Serve on Gifted Evaluation Teams.
21. Assist districts in identifying criteria parameters for in the following gifted areas:
 - i. IQ
 - ii. Leadership
 - iii. Artistic ability
 - iv. Creativity Divergent thinking
 - v. Problem Solving/ critical thinking
 - vi. Academic Achievement (aptitude)
22. Work with community members to support children in leadership or artistic ability.
23. Support districts in implementing policies and procedures developed around gifted requirements
24. Participates in meetings in-person or virtually as requested by the Director of Educational Services, Related Services Manager, Educational Services Manager, or Special Education Coordinator.
25. In addition, the Coach/Consultant will appropriately document such meetings and compile, retain, and submit such documentation on professional development and coaching.
26. Develops and presents accurate, understandable, and effective training materials for staff development purposes for individual or group presentations.
27. Provides technical assistance, classroom modeling and coaching to teachers.
28. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

1. Bachelor's Degree required or Master's Degree or National Board Certification preferred from an Accredited University.
2. Level 2 Teaching Licensure, NM Public Education Department, with a Gifted endorsement preferred, or currently working toward receiving a Gifted endorsement, or willing to obtain a Gifted endorsement.
3. Experience and training in alternative assessment methods (TAPAS, Gadsden Case Study Methodology.)
4. Minimum of five (5) years of work experience in teaching gifted students.
5. Experience providing teaching staff professional development preferred.
6. Experience with computer word processing, databases, and spreadsheet applications.
7. Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.
8. Knowledge of MLSS and UDL preferred.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.
2. Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
3. Must exercise initiative and judgment in performing a job.
4. Superior problem solving and reasoning skills.
5. Motivated to serve the best interests of NM Teachers, meet goals, and produce quality work.
6. Exhibit writing ability appropriate for program practices, communication, reports, and records.
7. Demonstrate verbal communications to describe, explain, detail, and give instructions.
8. Must demonstrate accuracy and timeliness in completion of program activities.
9. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to education.
10. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.
11. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.
12. Valid NM driver's license and ability to provide own transportation for district and state-wide travel on a regular basis.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Demonstrate diverse use of technology related equipment and devices, including but not limited to, PC computer, a variety of conferencing equipment for use with delivering staff development topics and participating in meetings, the ability to navigate the internet and web related environments (including email and calendaring) and to use word-processing spreadsheet and presentation software.

WORKING ENVIRONMENT

The usual and customary methods of performing the jobs' functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Gifted Coach/Consultant**

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____