

## **G/T SUMMER INSTITUTES FOR TALENT DEVELOPMENT LEAD TEACHER**

*A complete application includes all application materials, proof of education and two supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the October 22, 2024.*

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>

### **DESCRIPTION**

Under the direction of the Coordinator of the Gifted and Talented Education Program, the Lead Teacher for the Summer Institutes for Talent Development supervises teachers and paraeducators in the education of students in the classroom; maintains classroom and site safety, security and organization; interacts and communicates with students, parents/guardians, administration, and the curriculum coordinator; assists with technology; and performs general program leadership duties including record keeping, purchasing, budget records, and program reports using Google/Microsoft Office digital tools.

### **ESSENTIAL JOB FUNCTIONS**

- Manages the day-to-day operation of the G/T Summer Institutes for Talent Development and implements appropriate HCPSS policies.
- Assists with the development and improvement of summer courses for rising 1st - 8th grade advanced learners.
- Manages the budget, including program purchasing and inventory using Excel or Google spreadsheets.
- Recruits, hires, and evaluates staff.
- Performs on-site administrative duties.
- Provides professional learning for G/T Summer Institutes staff.
- Supports teachers in differentiation of instruction.
- Collaborates with HCPSS business partners to enhance classroom instruction.
- Attends HCPSS summer program meetings.
- Meets regularly with program leadership to provide guidance, counsel, and advice regarding the program.
- Promotes and coordinates the use of technology.
- Collaborates with co-lead teacher(s).
- Organizes, promotes and manages student showcase of work at the culmination of the G/T Summer Institutes for Talent Development.

- Articulates with current K-12 G/T Resources Teachers to align summer program classes with the needs of HCPSS advanced-level learners.
- Presents program information in written, visual, graphic, and oral formats.
- Performs other duties as assigned.

## **QUALIFICATIONS**

**Applicants must meet all the following qualifications listed below to be considered for the vacancy.**

- Be currently employed by the Howard County Public School System.
- Hold a certificate in Administration and Supervision.
- Have at least four years of successful teaching experience.
- Possess excellent organizational and time management skills.
- Demonstrate exemplary human relations skills.

## **PREFERRED QUALIFICATIONS**

- Ability to manage and supervise educational programs.
- Experience teaching a G/T Summer Institutes for Talent Development course.
- Knowledge of HCPSS policies and the ability to respond appropriately and efficiently in various situations.
- Knowledge of the instructional needs of advanced-level learners.
- Strong oral and written communication and interpersonal skills.
- Knowledge of software applications, including Canvas, Google Suite and Microsoft Office.
- Ability to act with discretion and maintain confidentiality.
- Ability to communicate effectively in both oral and written forms with diverse populations.
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**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.**

### ***Equal Opportunity Employer***

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.*