

GATE BUILDING COORDINATOR

The duties of the GATE Building Coordinator shall include but not be limited to the following:

1. Coordinate all phases of the district's GATE program at the building level.
2. Serve as consultant to the staff and administration in the development of gifted programs.
3. Assist the GATE Coordinator in establishing district goals, budget and uniform practices for the GATE program.
4. Assist in the development, writing and implementing of various programs as required by the California State Department of Education and the district.
5. Assist in the preparation of reports required by the State, the district, and the school in areas related to the GATE program.
6. Provide adequate and continuous guidance service to students enrolled in the GATE program.
7. Maintain records for students enrolled in the GATE program.
8. Keep current on all state laws and district policies that pertain to gifted students.
9. Provide continuous supervision and evaluation of gifted students as required by the state and by the district.
10. Assist in the evaluation of the GATE program as required by the state and the district.
11. Carry out other tasks and responsibilities in the GATE area as assigned by the building principal.