



Ball State University

Position Description

Department: TC Deans Office:800010

Position Number: 100486

FLSA: Administrative Exemption

Position Title: Director of Center for Gifted Studies and Talent Development

Reports To:

Eclass: P1

Positions Supervised:

Graduate Assistants

Position Function:

Oversee the day-to-day operations of the center and provide support for gifted services and programs at Burriss, the Indiana Academy, within Teachers College, and across campus.

Duties/Responsibilities:

Provide support for gifted services and programs within Teachers College gifted and talented academic offerings and Burriss Laboratory School (K-12) and the Indiana Academy for Science, Mathematics, and Humanities (11-12 grade residential GT school).

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Develop or form partnerships with schools and school districts across the state and Midwest region to provide professional development (including assessment) services to teachers and school personnel in the academic and social/emotional needs of high ability students.

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Coordinate educational, assessment, and counseling services for families of gifted students.

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Develop educational modules for schools and families, particularly related to the social/emotional needs of gifted children.

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Oversee the creation and maintenance of a website that uses innovative technologies and directly addresses the services provided by the center.

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Opportunities may exist for teaching classes in the high ability licensure program.

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Develop and monitor Center budget relying on required grant-writing and research activities.

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Perform other related duties as assigned.

Minimum Qualifications:

Education:

Master's degree or higher in gifted studies or related field within education or psychology, or master's degree in other fields with licensure in gifted and talented education.

Experience:

Experience working with the social and emotional development of gifted children; success in fundraising and grantsmanship.

Other:

Scholarship in the field of gifted and talented education; possess strong leadership and administrative skills; a willingness to use emerging technologies in outreach and web services.

Additional Preferred Qualifications:

Education:

Doctorate in gifted studies or related field.

Experience:

Experience in P-12 education and/or licensure in gifted education; training in psychological services; evidence of research and potential for securing external funding.

Other:

Education in school and/or counseling psychology is a plus.
