**ANNOUNCEMENT OF VACANCY**

**2019-2020 School Year**

**White Pass School District Highly Capable Coordinator**

**Open:** October 4, 2019

**Closes:** Open until filled

Job Duties

* Manage the district’s Highly Capable Program, which include; identifying students, testing students, creating and monitoring student High Cap. Learning plans, and conducting an end of year program evaluation.
* Plan, take, and supervise students on enrichment field trips.
* Manage & track, priorities, and spend Highly Capable Program Funds
* Attend Monthly High Cap. Regional Meetings.
* Work with building principals to provided High Cap training and High Cap. Resources for teachers and their classrooms.
* Keep the Superintendent, School Board, and Building Principals updated and informed on program status and budgetary items.
* Communicate Information with parents and community stakeholders as needed and as required.
* Attend professional development opportunities concerning Highly Capable Students when allowed.
* Maintain all High Cap records, student records, and district records as required by policy and procedure.

**Applicants must submit the following information to the Human Resource Office:**

* + Letter of application indicating interest
  + Completed district application available at [www.whitepass.k12.wa.us](http://www.whitepass.k12.wa.us)
  + Resume to include education and experience
  + Three (3) letters of reference and/or placement file.
  + Transcripts (copies acceptable)
  + Copy of Washington State teaching certificate or evidence of eligibility

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

**Apply to: White Pass School District**

**Attn: Dr. Paul Farris, Superintendent**

**P.O. Box 188**

**Randle, WA. 98377**

**Phone: 360-497-3791**

**Fax: 360-497-2560**

[**www.whitepass.k12.wa.us**](http://www.whitepass.k12.wa.us)