**Building Administrator Checklist:**

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|  | Understand your Screening and Evaluation protocols in your Gifted Education Plan. *Department may ask for reports of students, personnel, and program elements, including cost of the elements with are relevant to the delivery of gifted education.* |
|  | Support the child find process –   * Make the Data accessible to the group/individuals conducting the screening process * Provide time for interpretation and analysis of screening data * Inform/provide time for professionals to fulfill their role in this process * After students have been screened and those chosen were evaluated, review your data to see how effective your choices were. |
|  | Support the job responsibilities of the Gifted Support Teacher   * Flexibility in the Schedule, collaboration time, attending the GIEP mtg. (required), release time/substitute provided for gifted support teacher to write and or conduct GIEP meeting, time for paperwork |
|  | Monitor caseloads and non-gifted support duties |
|  | Evaluate gifted support teacher |
|  | Implement Chapter 16 regulations and school district policies regarding gifted education. |
|  | Know the procedures, timelines, requirements, recommendations, and vocabulary for Gifted Education.  Timelines, FAQ’s, \*Chapter 16, and \*Gifted Guidelines  <http://www.education.pa.gov/K-12/Gifted%20Education/Pages/default.aspx#.VVn4S_lViko> |
|  | Support professional development for general education and gifted support teachers to assist them in understanding how to meet the needs of gifted students. |
|  | Assure the implementation of the GIEP (by general and gifted support teachers) |