

Lancaster School District  
**Gifted and Talented Education Site Chair**  
Expectations and Responsibilities

The mission of the GATE Program in Lancaster School District is to provide instruction and programs that accelerate and differentiate instruction and services for GATE learners in the educational classroom setting, as well as specialized programs.

The GATE Site Chair's role is to support the site staff in carrying out a differentiated educational program attending to GATE students' needs for acceleration and novelty.

Expectations and Responsibilities:

1. Under the direction of site administration, assist in the development of the GATE Plan for the site.
2. Under the direction of site administration assist in the implementation of the site identified GATE program.
3. Provide ongoing communication to the school site regarding the GATE program expectations.
4. Support classroom teachers with implementation of GATE strategies (GATE Icons, Depth and Complexity Icons).
5. Attend ALL district trainings for GATE instruction and train site staff.
6. Correspond with parents, students, and staff regarding GATE testing and GATE testing procedures.
7. Attend required GATE test administration training and work with site staff to complete GATE testing.
8. Schedule and coordinate GATE and test administration.
9. Complete GATE Matrix for identification purposes of all identified students, and all students who have scored within applicable range on the district adopted GATE assessment.
10. Coordinate services for GATE students.
11. Coordinate Individualized Gifted Plans (IGP's) for all students identified for Gifted and Talented services (collaborate with the GATE students assigned teacher, and parent to complete the Individualized GATE plan).
12. GATE data recording and reporting.
13. Ensure Teachers are aware of who the identified GATE students are in their classrooms.
14. District GATE Site Chair meetings (monthly).
15. GATE info Family Night (annual).
16. Performs other related duties as assigned

The GATE Site Chair will receive a \$1,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.