

TITLE: Gifted and Talented Education Teacher

QUALIFICATIONS: 1. Valid Alabama certification for gifted teacher, or is working toward such certification

REPORTS TO: Principal and Assistant Principal

JOB GOAL: To meet the needs of students who are gifted and/or talented by providing advanced curriculum, enrichment units, instruction in process skills, and effective growth experience

Job Duties:

1. Develop program objectives, enrichment units and process curricula for gifted and talented program
2. Develop lesson plans, including activities and materials, and implement objectives through individual and small group activities
3. Serve as a resource person in gifted education for all district personnel
4. Provide students with opportunities for interaction with community, state, and national resources
5. Monitor student's progress, keep appropriate records, and prepare reports on regular basis
6. Communicate with students, parents, and regular classroom teachers and administrators through conferences and other means to discuss students' progress and interpret the gifted program
7. Maintain professional competence through professional development activities provided by the district and/ or self-selected professional growth activities
8. Employ a variety of instructional techniques, strategies, and media, consistent with capabilities of the individual or student group involved
9. Maintain accurate, complete, and correct records as required by law, district policy administrative regulations and gifted program plan
10. Assign tasks that are intellectually challenging to students
11. Demonstrate interpersonal and communication skills
12. Assist in 2nd grade child find activities

13. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 2/16/16