

**Mercer County Schools**  
**JOB DESCRIPTION**

Job Title: Gifted and talented Support staff	Reports to: Gifted Talented District Coordinator/ Gifted and Talented Instructor
Job Class Code: 2100	Work Schedule: stipend
Pay Scale: per salary schedule	Approval Date: 2/17/2022

**PERFORMANCE RESPONSIBILITIES**

The Gifted Program Support staff is responsible for providing learning experiences designed to meet the unique needs of the gifted students. The Gifted Talented Support Staff is instrumental in promoting the need for gifted education among educators, parents and the community.

**RESPONSIBILITIES**

- Assists with the development of an instructional plan designed to meet district objectives for gifted education.
- Provides learning experiences, activities and discussions to provide for individual student development.
- Provides a stimulating and conducive learning environment.
- Assists in the identification and selection of gifted students.
- Consult with classroom teachers to monitor the performance of gifted students in regular classes and serve as resource person for assisting regular teachers in challenging and motivation of gifted students.
- Provides for parent communication concerning program goals and the performance/achievement of their child in meeting these goals (i.e. Parent workshops, individual conferences, progress reports).
- Schedules and conduct conferences between gifted teacher/classroom teacher/parent for those students maintaining expected performance in regular classroom and/or resource program.
- Supports the Gifted and Talented Instructor with services, evaluations of student plans, field trips, activities, and more.
- Available for periodic meetings with the Gifted Talented District Coordinator
- Provides for continued professional growth through attending Gifted Educational workshops and conferences.
- Performs other duties and assumes other responsibilities as assigned by the Gifted Talented District Coordinator and/or building principal.

**MINIMUM QUALIFICATIONS**

Education: Valid Kentucky Teaching Certificate  
Certification/Licensure: Valid Kentucky Gifted Education Endorsement

**IMPORTANT NOTES**

*Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*