

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: GIFTED AND TALENTED TEACHER

REPORTS TO: Director of Secondary Teaching and Learning

EXEMPT STATUS: Exempt

APPROVED: February 23, 2021 Order #2021-148

BASIC FUNCTION:

To conduct appropriate instructional activities with students who qualify for the gifted program.

To ensure that each student will grow to his/her greatest intellectual ability, emotional development and psychological well-being.

REPRESENTATIVE DUTIES:

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Recommends appropriate criteria for student identification for admission to the gifted program.
- Coordinates program of student identification using approved criteria.
- Seeks out educational experiences outside of the school setting such as field trips and competitions.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates job performance.
- Strives to maintain and improve professional competence through professional learning experiences and participation in GT organizations.
- Provides appropriate schedules for exceptional students involving school personnel as required.

- Provides exceptional students with appropriate instructional media.
- Cooperates with school personnel to coordinate services within that school.
- Maintains regular attendance.
- Duty to report to work.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum, instruction and assessment.
- Record-keeping techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:

- To perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Utilize technology.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.