



JOB TITLE	Gifted and Talented Education Instructor
REPORTS TO	Director of Special Programs
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	192 Days
JOB CLASS CODE	2100
POSITION CLASSIFICATION	Certified
DATE APPROVED	

QUALIFICATIONS

Kentucky Certification for Valid Kentucky Teacher Certification with Gifted Education Endorsement.

POSITION SUMMARY

To work collaboratively as a member of the Multi-Tiered Systems of Support (MTSS) team to support elementary teachers with implementation of differentiated instruction, Advanced Coursework, and Gifted Student Service Plans; identify and support gifted and talented students based on criteria outlined in 704 KAR 3:285; provide specialized instruction and support for identified students; to maintain data to advance student learning, report results, and evaluate programming for Gifted and Talented programming.

PERFORMANCE RESPONSIBILITIES

Identify and coordinate programming for gifted and talented students ensuring compliance with criteria outlined in 704 KAR 3:285.

Use data-informed decision making to provide targeted instruction for students identified for enrichment and/or advanced coursework using the MTSS process.

Provide targeted enrichment for students identified in Primary Talent Pool (PTP) and serve as a resource for primary teachers to extend opportunities for PTP students.

Maintain a system of data collection for program evaluation and reporting.

Examine current identification practices and processes; make suggestions for program improvement and implementation.

Develops, implements, and monitors Gifted Student Service Plans (GSSPs) in accordance with Kentucky regulations, and provides biannual progress reports to families to ensure appropriate growth and enrichment.

Work in PLCs with classroom teachers to analyze relevant data; implement instruction; provide coaching, collaboration, and consultation; and conduct progress monitoring.

Communicate with parents, students, and staff through a variety of formats.

Seek external resources and opportunities for gifted and talented students.

Meet as necessary with school personnel, administration, students, or parents to advance student learning.

Facilitate professional learning to support the needs of gifted and talented students and advanced learners.

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Performs other duties as assigned.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	☐	☒	☐	☐
Sitting	☐	☐	☒	☐
Handle/Finger/Feel	☒	☐	☐	☐
Reach/Push/Pull	☒	☐	☐	☐
Bend/Stoop/Crouch	☒	☐	☐	☐
Kneel/Crawl	☒	☐	☐	☐
Climb/Balance	☒	☐	☐	☐
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	☐	☒	☐	☐
Up to 20 lbs.	☒	☐	☐	☐
Up to 50 lbs.	☒	☐	☐	☐
Up to 100 lbs.	☒	☐	☐	☐
Over 100 lbs.	☒	☐	☐	☐