

## JOB TITLE

# Gifted and Talented Education Teacher

**REPORTS TO:** Building Principal

**JOB DESCRIPTOR:** K21

**DATE:** May 1999

**DEPARTMENT:**

**SCHEDULE:** R

**NON-EXEMPT**

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### NATURE AND SCOPE OF JOB:

The purpose of a Gifted and Talented Education Teacher's job is to teach students to read, write, problem solve, compute, how to find information, how to think, how to work cooperatively with others, and to meet all district-required objectives.

### JOB FUNCTIONS:

#### ESSENTIAL FUNCTIONS:

1. Plans and implements a program of study that meets individual needs, interests, and abilities within the CCSD curriculum.
2. Implements objectives and goals using effective teaching techniques and materials.
3. Writes weekly lesson plans describing daily learning experiences correlated to objectives.
4. Monitors and assesses students' progress and provides feedback on a regular basis to students and parents/guardians.
5. Communicates aims/objectives to students in a well-planned, organized manner in clear, concise terms.
6. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
7. Assists administration in implementing all policies, vision, mission, philosophy, regulations, and rules of CCSD.
8. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision-making, and other life skills. Attempts to lead each student to an understanding and appreciation of the principles of democracy and endeavors to develop in each student a spirit of patriotism, with a full understanding that American citizenship involves responsibilities as well as privileges.
9. Respects the dignity of each student as an individual and attempts to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament, and environmental

- influences as a basis on which to meet his/her needs, and to treat him/her with fairness and courtesy.
10. Communicates concerns and ideas with colleagues, parents, students, and community in a positive, solution-oriented manner.
  11. Assumes legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintains a high standard of conduct and good rapport with students.
  12. Strives to maintain and improve professional competence.
  13. Assumes professional and personal responsibility for the management and progress of classes under his/her authority, direction, and supervision.
  14. Assumes individual responsibilities assigned by principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
  15. Maintains accurate, complete, legible, and correct records as required by law, CCSD policy, and administrative regulation.
  16. Takes necessary precautions to protect students, equipment, materials, and facilities.
  17. Conducts oneself in a business-like and task-oriented manner.
  18. Strives to be a good employee as well as an effective teacher.
  19. Seeks to establish friendly and cooperative relationships between the home and the school.
  20. Provides parents with information that will serve the best interests of their children and is discreet with information received from parents.
  21. Ability to work independently with small numbers of students.
  22. Ability to give, score, and analyze group testing in the gifted area.

### **OTHER FUNCTIONS:**

1. Attends and supervises objective oriented field trips.
2. Attends parent and staff meetings.
3. Keeps informed by reading building and district communications.
4. Responds to requests for information in a timely manner.
5. Ability to work with students in a competition situation.
6. Ability to supervise parents who work with students in a competition situation.
7. Ability to travel between schools in the district.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

### **JOB QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND MENTAL ABILITY:**

- Possess a broad general knowledge of all subject areas with specific knowledge needed in

contract areas.

- Possess group dynamics and interpersonal skills.
- Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
- Possess classroom developmentally appropriate management skills which include discipline as well as record keeping and assessment abilities.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess broad range of innovative ideas and implementation theories.

### **EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:**

- Possess all certificates required for the State of Wyoming.
- Possess at a minimum a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.

### **EQUIPMENT USED:**

Copier	Calculator	Movie Projector
Overhead	Laminator	Phone
Slide Projector	Computer	Typewriter
VCR	Laser Player	

### **PHYSICAL DEMANDS:**

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds and carry a distance of 100 feet.
- Be able to carry up to 15 pounds for a distance of 1,000 feet.
- Be able to drive between schools.

### **ENVIRONMENTAL DEMANDS:**

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.

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