

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	GIFTED TALENTED PROGRAM TEACHER	File 313
Reports to:	Gifted/Talented Program Coordinator and Principal	
Job Objectives:	Plans, implements, and evaluates enrichment experiences for students identified as gifted/talented. Helps students identify goals and make appropriate choices. Encourages parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio Department of Education license/certificate appropriate for the assignment.· Meets all mandated health requirements· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.	
Essential Functions:	<p>The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Works with the gifted/talented program coordinator to refine program goals and review criteria for student participation.· Identifies gifted/talented students using standardized forms and/or approved checklists.· Prepares the assigned classroom. Requisitions essential supplies. Promotes the proper use and care of school property.· Teaches scheduled classes. Creates effective learning experiences. Prepares weekly lesson plans. Ensures that written lesson plans align with the district's adopted course of study.· Upholds board policies and follows administrative procedures.· Supports community partnerships that enhance district programs.· Complies with state model policies and procedures for the education of students identified as gifted/talented.· Upholds the student conduct code. Implements effective pupil management procedures.· Develops and maintains a positive learning environment that stimulates student interest. Helps parents and students understand academic and behavioral objectives.· Seeks community partnerships that enhance program activities. Recruits volunteers willing to serve as mentors to gifted/talented students.· Serves as a liaison to parents. Helps resolve problems. Directs parents to supplemental resources within the district and community.· Evaluates the needs of students based on all available information. Varies instructional techniques to address individual learning styles.· Researches and prepares program materials for gifted/talented students.· Communicates high expectations and shows an active interest in student progress.· Helps students develop critical-thinking, problem-solving, and creativity skills.· Collaborates with home school teachers to address student needs. Shares knowledge and resources that enhance student learning.· Models effective differentiated instructional strategies for staff.· Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.· Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).· Proctors standardized and alternative assessments as directed. Follows test security procedures. Helps students with content-area preparation activities.· Maintains accurate records and submits reports on time.· Respects personal privacy. Maintains the confidentiality of privileged information.· Evaluates students. Prepares periodic progress reports. Attempts to consult with parents as needed (e.g., telephone calls, notes, conferences, etc.). Attempts to respond promptly to parental concerns.· Shares information with teachers about the involvement of their students in the gifted/talented program.· Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Collects data that may be necessary to monitor academic and/or behavioral interventions.· Makes referrals to the learning assistance team when a need is indicated. Works with team members to reach a consensus on a plan for the identified student.	

- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Supervises non-classroom activities when assigned.
- Participates in conferences and other required school activities.
- Participates in professional growth opportunities.
- Accepts responsibility for work-related decisions and conduct.
- Strives to develop rapport with others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Averts problem situations and helps resolve conflicts.
- Exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.
- Duties may include lifting carrying, and or moving work-related supplies/equipment.
- Duties may include bending, crouching, kneeling, reaching, and standing.

**Performance
Evaluation:**

Job performance is evaluated according to the collective bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: September 2004

Signature: _____ Date: _____