

**JOB TITLE:           TEACHER OF GIFTED**

Approved 5/7/91

**JOB DESCRIPTION:**

This employee is responsible for organizing, implementing, and supporting modified instructional strategies to meet the needs of gifted students in gifted and/or basic education classes.

Duties of this position include but are not limited to:

1. **Planning:**
  - a. Designing or selecting appropriate instructional modifications for gifted students and coordinating these activities with other teachers as appropriate.
  - b. Continuing professional growth through education meetings, visiting related facilities, reading professional literature, and exchanging ideas among the district staff.
  - c. Working in coordination with other teachers in planning and developing the program.
  
2. **Programming:**
  - a. Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs in accordance with district procedures.
  - b. Preparing lesson plans for each group of students.
  - c. Providing appropriate schedules for exceptional students involving school personnel as required.
  - d. Seeking a variety of services through community resources and agencies to meet the needs of exceptional students.
  - e. Developing and monitoring the modified strategies for the students in coordination with the basic and gifted teachers as appropriate.
  - f. Providing direct consultation to basic education teachers on how to implement strategies.
  - g. Team teaching with basic teachers to support gifted students when appropriate.
  - h. Participating in the in-school staffing and screening process as appropriate.
  - i. Participating on evaluation teams for gifted students as appropriate.
  - j. Providing specialized instruction to individual and small groups of gifted students when necessary to support learning the content areas.
  - k. Assisting in the selection of books, equipment and other instructional materials.
  - l. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
  - m. Seeking a variety of services through community resources and agencies to meet the needs of gifted students.
  
3. **Public Relations:**
  - a. Cooperating with school personnel in coordinating gifted services within that school.
  - b. Conferring with basic education teachers as requested concerning any educational needs of students.
  - c. Developing and conducting necessary inservice programs to inform basic education classroom teachers of the goals and objectives of the gifted

- d. program where appropriate.
  - d. Providing information to community groups, parents, and news media concerning gifted programs as requested or needed and as approved by the immediate supervisor.
  - e. Providing specialized instructional techniques through individual or group sessions designed to meet the educational needs of students.
  - f. Conferring with other teachers concerning any educational needs of gifted students.
  - g. Working to establish and maintain open lines of communication with students and their parents concerning the broad academic and behavioral progress of all assigned students.
4. Reporting:
- a. Insuring that each student in the program has necessary evaluation and consultation records in his/her permanent folder.
  - b. Completing progress reports on each student as needed.
  - c. Completing reports for appropriate local and state educational agencies.
  - d. Referring those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.
  - e. Documenting ongoing consultation with basic education teachers and maintaining a record of modified instructional strategies and results for each student where appropriate.
  - f. Attending and participating in faculty meeting or other meetings as required.

**REQUIRED QUALIFICATIONS:**

- 1. Bachelor's degree.
- 2. Valid Florida gifted certification or endorsement, or will meet D.O.E. certification requirements for out-of-field teachers.

**DESIRED QUALIFICATIONS:**

- 1. Graduate hours beyond bachelor's degree.
- 2. Classroom teaching experience.
- 3. Experience in a like position.