



## Gifted Resource Teacher

**Reports To:** Program Coordinator, Office for Leading and Learning  
**FLSA:** Exempt  
**Typical Schedule:** 196 days/7.5 hours  
**Bargaining Unit:** USEP Instructional

**Job Code:** TBD  
**Salary Schedule:** INST

This is not a stand-alone job description, but a rider to the following: Resource Teacher

### JOB GOAL

Responsible for providing gifted support to ensure gifted services are provided in the classroom. This includes meeting with students one on one, supporting teachers by delivering gifted services in the classroom, and providing guidance to administrators on how to structure gifted programs in the schools.

**ESSENTIAL DUTIES & RESPONSIBILITIES** *The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be construed as an exhaustive list of all duties and responsibilities required of those in this position.*

1. Assist with the implementation of gifted programs and follow up to ensure consistency with the District's educational philosophy.
2. Work with staff for the purpose of planning and developing appropriate instruction.
3. Assist with the selection and production of instructional materials and appropriate supplementary supplies.
4. Model appropriate communication skills and tools matched to the needs of various audiences and purposes.
5. Work with groups of students to provide one on one support as recommended by the teacher.
6. Provide training/coaching to others regarding the implementation of appropriate resources and strategies.
7. Analyze student performance and enrollment achievement data based on the gifted service model to ensure program effectiveness.
8. Ensure all gifted students have up to date educational plans that correctly address their needs.
9. Ensure all reporting requirements are met regarding gifted programs.
10. Write and/or facilitate the educational plans writing process through articulation.
11. Collaborate with district curriculum staff to development curriculum.
12. Perform other duties as assigned.

**MINIMUM REQUIREMENTS** *Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current teaching supports and resources
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Possess strong attention to detail
- Excellent time management skills and ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

### EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree from an accredited institution
  - Previous classroom teaching experience
- OR**
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

### CERTIFICATES, LICENSES, & REGISTRATIONS

- Valid Florida's Educator's Certificate
- Gifted Endorsement or Gifted Certification

<b>PREFERRED QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Successful teaching experience with gifted students</li> </ul>
<b>SUPERVISORY RESPONSIBILITY</b>
None
<b>PHYSICAL REQUIREMENTS</b>
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.
<b>PHYSICAL ACTIVITY</b> <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</i>
While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands/fingers to handle, or feel; reach with hands and arms. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
<b>WORKING CONDITIONS</b>
<b>Indoors and Outdoors:</b> The worker is subject to both environmental conditions. Activities occur inside and outside.
<b>MACHINES, TOOLS, EQUIPMENT</b>
<ul style="list-style-type: none"> <li>• General office equipment, including personal computers, fax machines, copiers, telephones, etc.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p>

*Pasco County Schools will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*