

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION – GIFTED TEACHER

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) (1) Bachelor's Degree from an accredited educational institution.
- (1) (2) Valid Florida Educator's Certificate and Gifted Endorsement
- (1) (3) Meet certification and highly qualified requirement for content area(s).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design and implement educational services for gifted students. Knowledge of prescribed curriculum and research based strategies for instructing students with varying learning abilities and styles. Ability to use technology to support learning. Ability to effectively assess levels of student achievement, analyze data and prescribe actions for improvement. Ability to maintain appropriate student supervision, so that students have a safe and orderly environment in which to learn. Ability to provide instruction specific to EP goals.

REPORTS TO:

Principal or designee

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with District philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop appropriate Gifted Educational Plans (EPs), including determining present levels of performance, measurable annual goals (with benchmarks or short-term objectives).
- *(2) Collect student performance data and report student progress toward EP goals.
- *(3) Support general education teachers in implementing appropriate enrichment/acceleration strategies.
- *(4) Schedule and conduct EP meetings with parents and appropriate school/agency personnel, including understanding and explaining Procedural Safeguards to parents and completion of Matrix of Services, as required.
- *(5) Participate in Eligibility meetings.
- *(6) Serve as Local Education Agency (LEA) Representative, if designated by administrator.
- *(7) Establish short and long-range goals based on student needs, District and state curriculum requirements.
- *(8) Plan and prepare lessons and strategies which support the School Improvement Plan and District mission and which are meaningful and engaging.
- *(9) Plan and prepare instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- *(10) Assist in assessing changing curricular needs and plans for improvement.
- *(11) Maintain a positive, organized and safe learning environment.
- *(12) Manage time, materials and equipment effectively.

- * (13) Establish and maintain effective and efficient record keeping procedures.
- * (14) Assist in enforcement of school rules, administrative regulations and School Board policies.
- * (15) Develop effective assessment strategies to assist the continuous development of students.
- * (16) Establish appropriate testing environment and test security.
- * (17) Demonstrate knowledge and understanding of subject matter content.
- * (18) Apply principles of learning and effective teaching in instructional delivery.
- * (19) Use a multimedia approach utilizing a variety of materials and equipment to meet the needs of students.
- * (20) Use appropriate strategies and techniques to enhance critical thinking skills in students.
- * (21) Provide quality work that is challenging and relevant to the goals and objectives of the class.
- * (22) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (23) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (24) Use appropriate materials, technology and resources to help meet learning needs of all students.
- * (25) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- * (26) Communicate effectively, both orally and in writing, with other professionals, students, parents and the community.
- * (27) Collaborate with other professionals and parents after recognizing student distress or abuse.
- * (28) Collaborate with peers to enhance the instructional environment.
- * (29) Assist others in acquiring skills and knowledge in specific areas of responsibility.
- * (30) Engage in a continuing quest for personal growth through in-service, classes and study.
- * (31) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- * (32) Model professional and ethical conduct when dealing with students, peers, parents and the community.
- * (33) Perform and fulfill all professional responsibilities.
- * (34) Support school improvement initiatives by active participation in school activities, services and programs.
- * (35) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities