



**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Gifted Specialist

JOB TITLE: Gifted Specialist	LOCATION: Elementary/Secondary Schools
IMMEDIATE SUPERVISOR: Director of Elementary Education/Curriculum and Instruction	WORK SCHEDULE: 10 Month + 10 days (210 days) PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: Holds a valid Virginia teacher certification and Gifted endorsement.	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: <ol style="list-style-type: none">1) Holds a postgraduate professional certificate.2) Bachelor's degree with endorsement in Gifted Education strongly preferred.3) Considerable knowledge of the Virginia Regulations Governing Educational Services for Gifted Students.4) Five(5) years of successful teaching experience or supervisor is preferred. At least three(3) years minimum of experience at elementary and/or secondary school levels.	

JOB GOAL:

To provide instructional services to meet the needs of students who are talented by providing advanced curriculum, enrichment units, instruction in process skills, and effective growth experiences to students identified as gifted.

QUALIFICATIONS:

- In addition to education and experience, must have demonstrated leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
- Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies.

ESSENTIAL DUTIES:

- Develops program objectives, enrichment units and process curricula for the gifted program.
- Implements services, supports, and programs according to the Gifted Local Plan.
- Administers pre and post screeners for students that are recommended for the gifted program.
- Organizes gifted meetings with building principals and advisory teams.
- Writes and plans curriculum for the gifted program.
- Assists gifted and non-gifted cluster teachers with enrichment lessons to foster growth for all students.
- Develops lesson plans, including activities and materials, and implements objectives through individual and small group activities using STEM and infusing the 5 C's.
- Serves as a resource person in gifted education for all district personnel.
- Provides students with opportunities for interaction with community, state and national resources.
- Monitors student's progress, keeps appropriate records, and prepares progress reports on a regular basis for parents and comprehensive reports for division needs.
- Communicates with students, parents, regular classroom teachers and administrators through conferences and other means to discuss student's progress and interpret the gifted program.
- Employs a variety of instructional techniques, strategies, and media, consistent with capabilities of the individuals or student group involved.
- Maintains accurate, complete and correct records as required by law, district policy administrative regulations and gifted program plan.
- Demonstrates effective interpersonal and communication skills.
- Plans division and school professional development to meet the needs of gifted students.
- Maintains appropriate professional appearance.
- Demonstrates regular attendance and punctuality.
- Performs other duties consistent with the position assigned as may be requested by the Principal, Supervisor of Instruction, or Superintendent.

OTHER DUTIES:

- Keeps abreast of developments, research, and technology in the areas of instructional best practices in the field.
- Performs any other related duties as assigned by Supervisor or appropriate administrator.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Work environment is primarily inside, where the noise and temperature levels are moderate.
- The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.

EVALUATIONS:

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of instructional/licensed personnel.