



**JOB DESCRIPTION**  
**Teacher/Coordinator**  
**Highly Capable**

Location: District Wide

Reports To: Special Services Director

Salary Range: NVEA Negotiated Salary Scale

**ASSIGNMENT SUMMARY:**

The primary responsibility of the Highly Capable teacher/coordinator shall be to provide guidance and support to teachers in the implementation of the district highly capable program; assessing students for possible eligibility into the program and providing information on highly capable students to district personnel and parents. The assignment will require the teacher to be adaptable to each child's needs, interest, and level of development. The teacher will assist in the development of programs that guide and stimulate students to achieve, considering coordination of services with home, community and school. The teacher will monitor progress of highly capable students.

**SKILLS AND QUALIFICATIONS:**

- Candidates must possess a current, valid Washington State Certificate and hold appropriate endorsement(s) as required by law and regulations.
- Experience in teaching a variety of grade levels and/or subject area preferred.
- Clearance for state and national background checks as a result of fingerprinting; successfully pass criminal records check
- Current knowledge and/or training in instructional theory and the best practices for highly Capable students. State and District policies in highly capable education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate motivation and enthusiasm with a genuine passion for teaching highly capable learners.
- Demonstrate the ability to create a child centered program
- Plan activities and instructional programs that meet the individual needs of students, considering each one's cultural, behavior, motivational and ability differences and requiring the highest level of achievement possible for each student.
- Employ a variety of instructional techniques and media recognizing that the following attributes are required: enthusiasm for teaching, commitment of time and effort, appropriate and correct usage of language and interest in the subject and the student.
- Administer, screen and assess new and referred students for the highly capable program with the potential for developing individual learning plans.
- Plan and facilitate meetings with teachers to provide support and information regarding highly capable students.
- Advise teachers, parents and/or legal guardians of student potential for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals.

- ❑ Collaborate with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established student objectives in support of the school improvement plan.
- ❑ Demonstrate methods with classroom teachers that are required to adapt classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- ❑ Models conversation, manners, citizenship, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- ❑ Uphold Naches Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.
- ❑ Perform such other duties as may be required of the position or assigned by the administration to fulfill the mission and role of the school in the community.
- ❑ Physical Requirements-Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. The position also entails significant walking, bending, standing, stooping and possible physical intervention. Assignment may require the ability to physically move students or equipment weighing up to 50 pounds.

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Signature

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Date

Naches Valley School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to designated youth groups such as the Boy Scouts. Inquiries regarding compliance procedures and any complaints of alleged discrimination should be directed to the school district Title IX and RCW Officer Rich Rouleau (509-653-1732 or rrouleau@nvdsd.org) or the Section 504/ADA Coordinator, Lori Gylling at (509-653-2122 or lgylling@nvdsd.org).

Title IX Officer: Rich Rouleau  
 Naches Valley High School  
 PO Box 159  
 Naches, WA 98937  
 (509)653-1732

Section 504 Coordinator: Lori Gylling  
 Special Services  
 PO Box 99  
 Naches, WA 98937  
 (509)653-2122