SCHOOL DISTRICT U-46
JOB DESCRIPTION
ELEMENTARY GIFTED TEACHER

JOB DESCRIPTION REVISION DATE: 4/3/2014

DEPARTMENT / SCHOOL: Elementary

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:
To meet the instructional needs of students as defined by the NAGC Standards and U-46 goals for gifted education.

ESSENTIAL FUNCTIONS
1. Plans a program of study that follows district guidelines for the gifted students and meets the social, emotional, and academic needs of gifted students.
2. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Displays a thorough knowledge of curriculum and subject matter.
5. Able to scaffold instruction to meet both curricular and language acquisition needs.
6. Plans for and guides the learning process toward the mastery of curriculum goals and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
7. Implements learning strategies that evidence both acceleration and enrichment.
8. Aligns teaching and learning opportunities to the CCSS.
9. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
10. Implements assessments of student progress and communicates progress to students and parents.
11. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
12. Works cooperatively with building principal and Director of Gifted Programs.
13. Participates on curriculum, personnel, policy or professional development committees related to the Gifted Educational Program.
14. Maintains accurate, complete, and correct records as required by law and district policy.
15. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
16. Performs other duties as assigned by the principal, or other administrative staff.

KNOWLEDGE AND CRITICAL SKILLS:
1. Ability to differentiate instruction for Gifted Learners with L1 Spanish.
2. Has a strong commitment for continued Professional Growth in Gifted Education.
EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate with bilingual endorsement.
3. Previous experience as a gifted teacher is preferred.
   “Gifted Education Seminar” required.

Comments:

ENVIRONMENTAL CONDITIONS:
1. Provide an interactive and differentiated learning environment.
2. Frequently work at a fast pace with unscheduled interruptions.
3. May be required to leave main work site to attend meetings.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ___________________________ Date: ___________

Supervisor Signature: ___________________________ Date: ___________