

## JOB DESCRIPTION

TITLE HIGH SCHOOL GIFTED RESOURCE TEACHER

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree from four-year college or university. Three years middle/high school teaching experience required, gifted, guidance and/or counseling training or experience preferred.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with and apply mathematical concepts to practical situations.
Certificate/License	Florida State Teaching Certificate and Certification in Secondary Education; must hold the Florida Gifted Endorsement.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with abstract and concrete variables.
Physical Demands	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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment            The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO                    High School Principal  
   Gifted Coordinator to have input into teacher's CTAS

#### GENERAL RESPONSIBILITIES

1. Demonstrates understanding of the nature and needs of students who are gifted, specifically at the secondary level.
2. Works with general education teachers to provide an effective and differentiated curriculum designed to meet the unique needs and goals of each student who is gifted.
3. Supports the independent functioning needs of gifted students in general education classrooms.
4. Communicates effectively with faculty, staff and parents.

#### SPECIFIC RESPONSIBILITIES

1. Provides support through specially designed instruction and related services as determined through the Educational Plan (EP) process. Works with teachers to create or adapt existing curricula to facilitate the success of the gifted student in the general education setting.
2. Meets individually with each gifted student at least once a month concerning academic, social/emotional, and/or extracurricular needs/interests.
3. Gathers and communicates information about the performance levels of the student and the need for developing further skills and abilities.
4. Develops a working relationship with teachers, guidance counselors, and administrators to coordinate efforts that will enable the student to progress in the general curriculum to the maximum extent appropriate.
5. Utilizes knowledge of requirements for graduation, college admission, and student needs to assist in appropriate course selection and to develop post secondary plans.
6. Collaborates in the development and delivery of specially designed instruction that meets the unique needs of students who are gifted. Develops Educational Plans (EPs) that are individualized and consider the strengths of the student and needs resulting from the student's giftedness. Maintains contact with parents and addresses parental concerns in a timely manner.
7. Assists and facilitates the identification of gifted students.

8. Attends eligibility and placement staffings.
9. Attends staff meetings and inservice activities.
10. Completes and maintains all necessary records in accordance with state and district policy and procedures.
11. Develops and maintains computer skills necessary for record keeping and instructional intervention.
12. Performs other duties as assigned.