

**RSU No. 5 Durham ~ Freeport ~ Pownal  
Gifted and Talented Teacher Job Description**

**QUALIFICATIONS:**

1. Minimum of a Bachelor's degree
2. Valid Maine certification in Gifted & Talented Education

**REPORTS TO:**

Building Principal/Assistant Principal

**EVALUATED BY:**

Building principals/assistant principals

**JOB GOAL:**

To ensure the provision of appropriate services to those students identified as gifted & talented

**PERFORMANCE AREAS:**

1. Implements testing for identification of gifted & talented students in accordance with state and federal laws and guidelines.
2. Develops and revises gifted & talented programming options based upon students needs.
3. Assists teachers in differentiating instruction to meet the needs of gifted learners.
4. Develops and conducts staff development sessions on differentiation, enrichment and gifted & talented programming.
5. Consults with parents, teachers, students and administrators regarding gifted & talented programming.
6. Assists in completing required state and federal forms.
7. Assists in the selection and purchase of needed materials based on program needs.
8. Maintains files, reports, and other documents required while complying with district and state laws and policies.
9. Meets with GaTE Parent Advisory Committee at least annually. Meets in PLC group with other members of RSU 5 GT staff.
10. Provides instruction to gifted and talented students.
11. Performs such other duties that may be assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations.

**ESSENTIAL JOB FUNCTIONS:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**TERMS OF EMPLOYMENT:**

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

**EVALUATION:**

Evaluated annually by the Building Principal/Assistant Principal and/or other Administrator in accordance with Evaluation of Educators.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Personnel File  
File Copy to Employee  
Adopted: May 16, 2017