

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made 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.

Job Title:	DEEP Specialist
Pay Table:	Support
Pay Grade:	6
FLSA Status:	Non-Exempt
Job Code:	841
Reports to:	School Principal and Davis Enhanced Education Program (DEEP) Director

JOB SUMMARY

Under the general supervision of the School Principal and the Davis Enhanced Education Programs (DEEP) Director, the Davis Enhanced Education Program (DEEP) Specialist organizes and coordinates the Schoolwide Enrichment Model (SEM) in the elementary school. The DEEP Specialist will assist the principal and staff by preparing and delivering specialized instruction to help meet the unique learning needs of identified high ability/gifted students at the school.

ESSENTIAL JOB FUNCTIONS

- Establishes program goals, with assistance from school administration and the School Enrichment Team.
- Evaluates available student test scores and data (RISE, Acadience, etc.) to identify the top tier of student population, by grade level, for program services.
- Develops and prepares curriculum and materials for high ability/gifted students in multiple grade levels and multiple subject areas.
- Plans a rigorous, deep, and complex curriculum that engages the students in critical and higher-level thinking (Depth & Complexity ICONS, Bloom's Revised Taxonomy, etc.).
- Aligns curriculum and instructional materials with DESK standards.
- Provides general enrichment activities for all students on a limited basis (Type I) as directed by the principal (may include Student Council, STEM Olympiad, etc.).
- Provides enrichment instruction for identified high ability/gifted students in multiple grade levels and multiple subject areas in a pull-out small cluster group setting (Type II).
- May work one-on-one with identified high ability/gifted students on self-selected independent study projects and research opportunities as needed (Type III).
- Manages student behavior.
- Communicates and coordinates with administrators, teachers, and parents.
- Prepares and disseminates a quarterly newsletter for district and school

administrators, school faculty, and parents of students who are currently receiving program services.

- Attends a monthly required training meeting.
- Utilizes technology to access district email, One Drive, TEAMS, Canvas, etc.
- May assist with proctoring the Cognitive Abilities Test (CogAT).
- May plan and execute bulletin boards and maintain a website.
- May write grants and oversee a budget, if assigned by the school principal.

MINIMUM REQUIREMENTS

- High School graduation or equivalent education and/or experience. Some college-level coursework preferred.
- Experience working with children preferred.
- Some training or experience in gifted/talented education programs helpful.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal communication skills required for interaction with students, parents, and educators.
- Effective organization and planning skills.
- Capacity to work independently and take initiative.
- Ability to create and adapt lesson plans to meet multiple grade level curriculum standards and multiple subject areas.
- Flexibility to adapt to changing schedules and the changing academic and social emotional learning of high ability/gifted students.
- Word processing skills and knowledge of Microsoft Office 365.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.