

Argyle ISD

Job Title: Gifted and Talented Teacher (K – 5)

Exemption Status/Test: Exempt

Reports to: Principal

Date Revised: December 7, 2021

Dept./School: Campus

Primary Purpose:

Provide gifted and talented students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Texas Gifted Supplemental certificate (preferred)

Special Knowledge/Skills:

Valid Texas teaching certificate (Kindergarten through Fifth Grade certification required)
Knowledge of strategies and materials for the education of gifted and talented students
General knowledge of curriculum and instruction
Ability to interpret data
Strong organizational, communication, and interpersonal skills

Experience:

3-years of experience as a classroom teacher

Major Responsibilities and Duties:

- Coordinate the process to identify gifted and talented students at assigned campus, including review of student data and testing of students.
- Assist teachers to develop and provide gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
- Develop and coordinate a continuing evaluation of the gifted and talented program at assigned campuses and implement changes based on the findings.
- Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.
- Plan and conduct parent meetings.
- Assist with the selection and purchase of supplemental equipment and supplies for the program.
- Develop and implement plans for the curriculum of the gifted and talented program assigned and show written evidence of preparation as required.
- Prepare lessons that reflect accommodation for individual student differences.
- Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to Individual Education Plans (IEP).

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- Use technologies in the teaching/learning process.
- Consistently assess student achievement through formal and informal testing.
- Present a positive role model for students that supports the mission of the school district.
- Create a classroom environment conducive to learning.
- Manage student behavior in the classroom and administer discipline according to board policies, regulations, and IEP.
- Maintain a professional relationship with all colleagues, students, parents, and community members.
- Participate in the district staff development program.
- Attend and participate in faculty meetings and serve on committees as required.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
- Any other assignment deemed appropriate by the building principal.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____