

Carlynton School District Job Description



Position: Elementary Gifted Teacher/Dean of Students
Reports to: Building Principals (Crafton and Carnegie)
FLSA Status: Exempt
Employment: Full Time

Position Summary:

The Elementary Gifted Teacher / Dean of Students is responsible for providing gifted enrichment programming and student support services designed to promote academic growth, creativity, leadership, positive student behavior, and social-emotional development. The position combines instructional responsibilities for gifted learners with leadership responsibilities related to school climate, student support systems, Positive Behavioral Interventions and Supports (PBIS), cognitive disciplinary practices, and student engagement initiatives.

The employee collaborates with administrators, teachers, counselors, families, and support staff to support gifted learners while also assisting with behavioral interventions, school-wide student support initiatives, and the implementation of programs that foster a safe, inclusive, and culturally responsive learning environment. The Dean of Students shall not perform supervisory functions in relation to faculty members.

Professional Qualifications:

- Must possess one of the following valid Pennsylvania certifications
 - Elementary K-6 – Instructional Level I or II
 - Special Education PK-8 – Instructional Level I or II
 - Special Education PK-12 – Instructional Level I or II
 - Elementary K-6 – Instructional Level I or II
 - Early Childhood N-3 – Instructional Level I or II
 - Grades PK-4 – Instructional Level I or II
 - Grades 5-6 – Instructional Level I or II
 - Grades 4-8 (All subjects 4-6 Science 7-8) – Instructional Level I or II
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Essential Duties and Responsibilities

Gifted Education Responsibilities

- Provide specially designed instruction, enrichment activities, and support services for gifted students in accordance with Pennsylvania Chapter 16 regulations and district gifted programming requirements.
- Develop and implement enrichment opportunities that foster critical thinking, creativity, problem-solving, innovation, leadership, and advanced academic exploration.
- Provide for the development, implementation, and monitoring of Gifted Individualized Education Plans (GIEPs).
- Collaborate with classroom teachers to support differentiated instruction and enrichment opportunities for gifted learners within general education settings.
- Utilize assessment data and student performance information to support gifted student growth and programming decisions.
- Coordinate or support enrichment opportunities such as project-based learning, independent studies, competitions, leadership activities, and interdisciplinary learning experiences.
- Support the academic and social-emotional development of gifted learners.

Dean of Students Responsibilities

- Assist the building principal and school counselor with student support, student engagement, and school climate initiatives.
- Assist the principal and/or school counselor with the distribution and coordination of standardized testing materials and procedures.
- Assist the principal in addressing student disciplinary matters and parent communication as requested by the building principal.
- Support the implementation of Positive Behavioral Interventions and Supports (PBIS) initiatives and school-wide behavioral expectations.
- Implement cognitive disciplinary strategies that emphasize accountability, relationship building, conflict resolution, and repairing harm.
- Facilitate restorative circles, peer mediation opportunities, conflict resolution activities, and student problem-solving discussions.
- Assist in the implementation of social-emotional learning (SEL) frameworks and student wellness initiatives designed to promote a positive school culture.
- Promote student de-escalation strategies and proactive behavioral interventions.
- Assist the principal in implementing Multi-Tiered Systems of Support (MTSS) through universal Tier 1 behavioral supports and targeted Tier 2 and Tier 3 interventions.
- Assist in promoting culturally responsive educational practices and inclusive school environments.

- Support anti-bias and cultural competency initiatives for students and staff through ongoing educational activities and awareness efforts.
- Assist the principal with planning and coordinating special student activities and school events, including but not limited to Open House, Reading Nights, Fun Days, assemblies, and school-wide student programs.
- Assist with day-to-day operational tasks including safety drill coordination, lunch/recess coverage planning, in-school suspension coverage, student supervision, and other assigned operational responsibilities.
- Collaborate with the principal to maximize administrative and student support coverage throughout the school day.
- Collect, analyze, and utilize student behavioral, attendance, and academic data to support interventions, problem-solving, and decision-making processes.

Collaboration and Communication

- Collaborate with teachers, counselors, administrators, support staff, families, and community agencies to support student success.
- Communicate effectively with parents and guardians regarding student progress, behavioral concerns, interventions, and enrichment opportunities.
- Participate in GIEP and/or IEP meetings, student support meetings, faculty meetings, professional learning communities, and district initiatives.
- Serve as a resource to staff regarding gifted education strategies, behavioral supports, restorative practices, and social-emotional learning initiatives.

Student Supervision and School Climate Responsibilities

- Establish and maintain a safe, respectful, structured, and inclusive school environment.
- Supervise students during assigned duties, activities, arrival/dismissal, lunch/recess, assemblies, and school events.
- Foster positive student relationships and encourage leadership, responsibility, empathy, and positive peer interactions.
- Support efforts to improve student attendance, engagement, school connectedness, and overall school climate.

Professional Responsibilities

- Maintain current knowledge of gifted education practices, PBIS, restorative practices, social-emotional learning, MTSS frameworks, and culturally responsive instructional practices.
- Participate in professional development activities related to gifted education, behavioral supports, restorative justice, trauma-informed practices, and school climate initiatives.
- Maintain confidentiality of student records and sensitive information in accordance with FERPA and applicable laws.

- Comply with all district policies, administrative regulations, and state/federal requirements.
- Perform other duties as assigned by the Building Principal

Additional Expectations:

- Maintain accurate records of student contacts, referrals, and interventions in compliance with state and federal requirements.
- Engage in professional development to remain current with best practices, policies, and laws related to the roles and responsibilities to this position.
- Uphold confidentiality, ethical practices, and the mission of the Carlynton School District.

Performs other duties as assigned by the Building Principal. **Position Qualifications**

Professional Competencies

- Demonstrated proficiency in computer and technology skills related to data collection, record maintenance, communication, and office operations.
- Ability to manage multiple responsibilities, prioritize tasks effectively, and meet established deadlines.
- Ability to communicate clearly and professionally with administrators, staff, students, parents, substitutes, and community stakeholders.
- Knowledge and effective use of communication methods and technology appropriate to assigned responsibilities.
- Ability to identify concerns, analyze problems, and recommend appropriate solutions.
- Ability to exercise initiative, sound judgment, and decision-making within established administrative guidelines.
- Ability to maintain confidentiality regarding District operations, personnel, and student information.

Interpersonal Skills

- Ability to establish and maintain positive and productive working relationships with students, parents, staff, administration, and community members.
- Ability to listen, respond, and interact with others in a professional, respectful, and courteous manner.
- Ability to work collaboratively as a team member, coordinator, or leader as assigned.
- Demonstrated ability to promote a positive, cooperative, and service-oriented work environment.
- Ability to manage responsibilities and challenges in a fair, consistent, and equitable manner.

- Ability to work effectively in environments with frequent interruptions and changing priorities.

Position Expectations

Professional Responsibilities

- Demonstrates professionalism, dependability, and accountability in all job responsibilities.
- Adheres to District policies, procedures, and established chain of command.
- Responds appropriately to supervision, direction, and feedback.
- Demonstrates initiative and the ability to work independently with minimal supervision.
- Maintains appropriate professional appearance and conduct for the work environment.
- Incorporates innovative and progressive practices when appropriate to support District goals.
- Reports to work on time, maintains regular attendance, and uses work time efficiently and productively.

Organizational Skills

- Organizes work responsibilities and office/classroom operations efficiently to accomplish assigned tasks.
- Effectively plans, prioritizes, and manages multiple assignments, projects, and deadlines.
- Demonstrates flexibility and adaptability in response to changing work demands and priorities.

Technical Skills

- Demonstrates the ability to learn and effectively use new and existing software, hardware, and instructional technologies.
- Maintains working knowledge of standard office equipment and productivity tools.
- Produces written communication that is clear, concise, grammatically correct, and professionally formatted.
- Demonstrates proficiency in Microsoft Office/G-Suite applications and related technology tools, including:
 - Word processing and document formatting
 - Spreadsheet development and basic formulas
 - Presentation software and digital communication tools
 - Desktop publishing and graphic design applications as applicable to the position

Physical Demands

- Ability to traverse throughout school buildings and District facilities as needed.
- Ability to sit or stand for extended periods of time.
- Ability to lift, move, or transport materials and equipment weighing up to 30 pounds.
- Manual dexterity sufficient to operate office equipment and computer technology.
- Ability to perform repetitive hand and finger movements associated with keyboard and computer use.

Work Environment:

- The employee primarily works in an educational environment that includes classrooms, offices, common student areas, and school activity settings.

Driver's License:

- Must have a valid driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- Work year, schedule, salary and benefits defined as per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers.

Evaluation:

- Performance will be evaluated by the Building Principal in accordance with Act 13 and the Carlynton Federation of Teachers Collective Bargaining Agreement evaluation procedures.
- This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors on ENTER DATE HERE.