



Gifted and Talented Specialist Job Description

Job Title: Gifted and Talented Specialist

Reports to: Director of Assessment, Accountability, & Advanced Academics

Dept./School: Curriculum and Instruction/Central Administration

Primary Purpose:

Provide identified gifted and talented students with appropriate learning experiences that develop potential and lead to advanced academic achievement.

Provide services for gifted and talented students in Kindergarten through 4th grade, working in collaboration with administrators and teachers to provide a supplemental support for increasing advanced student achievement for all students, specifically gifted and talented students through staff development, instructional planning, and classroom support for teachers through both a pull-out and push-in program.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of the educational needs of gifted and talented students
Knowledge of strategies and materials for the education of gifted and talented students
Ability to design and implement interdisciplinary units of study
Ability to use open-ended and problem solving approaches of instruction
Flexibility and confidence in working with gifted students, their parents, classroom teachers, and multiple principals
Knowledge of curriculum design and implementation
Knowledge of assessment principals and design
Knowledge of statutory and regulatory requirements of gifted and talented students
Ability to develop and deliver training to adult learners
Ability to interpret data
Strong organizational, communication, and interpersonal skills

Experience:

Classroom teacher of gifted and talented students

Major Responsibilities and Duties: Instructional and

Program Management

1. Develop and implement lesson plans that fulfill the requirements of the gifted and talented program.
2. Teach/demonstrate the integration of TEKS within the overall instructional program of gifted students.



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3. Plan a program of study that meets the individual needs, interests, and abilities of gifted students based on the district's goals and objectives.
4. Prepare for classes assigned and show written evidence of preparation.
5. Employ a variety of instructional techniques and media which meet the needs and capabilities of gifted students.
6. Conduct student assessments and adapt curriculum and lesson plans accordingly, providing differentiation and/or extensions of lessons.
7. Work cooperatively with classroom teachers to address gifted student's need.
8. Attend all PTISD gifted and talented program related meetings.
9. Assist in the coordination and facilitate gifted student fall and spring parent meetings.
10. Build professional relationships with colleagues, community, and parents.
11. Develop and revise gifted curriculum.
12. Assist teachers in developing and providing gifted students with enriched or alternative course work through curriculum modification, compacting, etc.
13. Travel as required to fulfill responsibilities of the job.
14. Participate in campus professional learning communities (PLCs).
15. Assist in the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.

Staff Development

1. Develop and conduct or arrange staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
2. Maintain and improve competence through participation in professional training.
3. Provide learning experiences that assist school staff to make meaningful decisions about teaching and learning for gifted students.
4. Assist with maintaining teacher training records.

Other

5. Disseminate information regarding current requirements of the state and federal gifted and talented programs.
6. Assist in communicating information to parent and community members about PTISD's Advanced Academics Gifted and Talented Program. Use effective communication skills to present information accurately and clearly.
7. Keep informed of and comply with federal, state, district, and school regulations and policies.



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8. Monitor all campuses during the administration of state assessments.
9. Compile, maintain, and file all physical and computerized reports, records, and other student documents required.
10. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (Print)

Date

Employee Name (Signature)

Date