

WARREN HILLS REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: TEACHER OF THE GIFTED AND TALENTED

QUALIFICATIONS:

- New Jersey Teaching Certificate
- Bachelor's Degree or Higher
- Gifted endorsement or graduate level work in Gifted Education desirable

REPORTS TO: The Principal of the Building – for program implementation and ongoing operational needs and activities

JOB GOALS: The employee is responsible for the identification and selection of students who are gifted and talented, along with organizing, implementing, and supporting modified instructional strategies to meet their needs according to their age, grade level, and individual capacity.

RESPONSIBILITIES:

Duties of this position include, but are not limited to, the following:

1. Planning:
 - a. Designing or selecting appropriate instructional modifications for gifted students and coordinating these activities with other teachers as appropriate;
 - b. Continuing professional learning of gifted education through meetings and/or conferences, visiting related programs, reading professional literature, exchanging ideas among district staff, and networking with other professional organizations;
 - c. Working in coordination with other teachers in planning and developing the program, as necessary; and
 - d. Developing and implementing a flexible, curriculum-based enrichment program designed to meet the gifted students' academic needs while nurturing collaboration through group interaction.

2. Performance Responsibilities:
- a. Identifying and selecting students who are gifted and talented in accordance with district policies and regulations;
 - b. Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs in accordance with program goals;
 - c. Identifying and implementing appropriate service options based on student need and his/her unique interest and aptitudes;
 - d. Facilitating differentiation trainings for classroom teachers to assist them in meeting the needs of gifted and talented students;
 - e. Creating an environment in which the gifted can use their strengths, safely explore new areas of thought and action, and feel intellectually challenged while developing personal and interpersonal skills;
 - f. Providing appropriate schedules for exceptional students involving school personnel as required;
 - g. Seeking a variety of services through community resources and agencies to meet the needs of exceptional students;
 - h. Consulting and collaborating with classroom teachers to monitor the performance of gifted students in regular education classes and serve as a resource person for assisting teachers in challenging and motivating gifted students;
 - i. Providing specialized instruction to individual and small groups of gifted students, when necessary, to support learning in the content areas;
 - j. Assisting in developing recommendations for the adoption and use of varied instructional materials, be it online resources, reference works, kits, books, etc.;
 - k. Maintaining communication with content supervisors and other administrative team members to ensure consistency of best practices;
 - l. Developing guidelines and collecting data for program evaluation;
 - m. Constructing budgets that support new and existing gifted and talented programs;
 - n. Complying with N.J.A.C. and district policies and regulations as it pertains to the gifted and talented students; and
 - o. Assuming other appropriate professional responsibilities as delegated by the Superintendent or designee.

3. Reporting:

- a. Ensuring each student in the program has necessary evaluation and consultation records in his/her file;
- b. Completing progress reports on each student as needed and conferring with parents;
- c. Completing reports for appropriate local and/or state agencies;
- d. Referring students who require further evaluation or follow-up services to the appropriate school personnel or community agencies;
- e. Documenting ongoing consultation with regular education teachers and maintaining a record of modified instructional strategies and results for each student;
- f. Attending and participating in staff meetings as required.

TERMS OF EMPLOYMENT:

Ten (10) months

SALARY: Guide

EVALUATION: Performance of this job will be evaluated annually in accordance with the board's policy on evaluation.

Board Approval Date: September 6, 2016

Revised: August 17, 2021