



# Mobile County PUBLIC SCHOOLS

## Job Description Title – Gifted Teacher

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee and/or the Resource Teacher for Gifted.

**FLSA Designation:** Exempt

### QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited college or university. College majors preferred for those not certified: Psychology and Sociology. Must meet requirements for an Alternative Gifted Education Certificate in Alabama (required to be accomplished within three years of hiring, making a certain amount of progress each year), **OR**
- Valid Alabama teaching certificate in Gifted Special Education, either Secondary, Elementary or both.
- Ability to be punctual and maintain regular attendance.

### KNOWLEDGE:

Applicable laws, codes, regulations, policies, and procedures of Special Education

### LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change. Teachers must ensure that all their social media accounts are professional and appropriate.

### REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Cognitive flexibility to shift thinking or attention in response to individualized student needs, problem solving steps, and/or a new or unexpected situation.

### COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and Microsoft Office software. Must learn other software used by the district.

### PHYSICAL REQUIREMENTS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is frequently required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms

using a keyboard and other technical devices. The employee is occasionally required to stoop, kneel, or squat.

- The employee may regularly lift and/or move up to 15 pounds and occasionally lifts to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Demonstrates and/or actively seeks deep conceptual knowledge of relevant subject matter.
2. Intentionally plans meaningful, focused learning experiences aligned to the Alabama Gifted Education Programs – Standards and Outcomes.
3. Assesses each learning experience to determine which learning goals are being met by the learner.
4. Identifies the academic and social emotional competencies among gifted students and delivers appropriate instruction, coaching, and resources to engage empower, and support the growth of each student.
5. Supports differentiation, personalization, and enrichment opportunities at elementary school campuses through teaching and professional learning.
6. Mentors potentially gifted students who are from a variety of backgrounds found in all population groups, across all economic strata, and in all areas of human endeavor.
7. Establishes positive relationships and maintains open lines of communication with students, parents, school staff, and district personnel.
8. Demonstrates a strong commitment to continuous improvement of professional knowledge, skills, and expertise through ongoing professional learning.
9. Works collaboratively with school staff to develop, facilitate, and evaluate learning experiences.
10. Facilitates mandatory 2<sup>nd</sup> grade child find screening following state and local guidelines.
11. Plans, prepares, and administers gifted identification assessments to fidelity.
12. Monitors gifted student progress in the general education setting.
13. Completes required paperwork and state/local reports accurately and in a specified time and manner.
14. Maintains accurate, complete, and appropriate student records. Maintains confidentiality.
15. Participates in the development of student's individual education plans (IEP's) as a member of the IEP Team. Regularly monitors the implementation of the student's IEPs and schedules and participates in IEP meetings.
16. Serves as a consultant and informational resource for students, parents, school personnel, and community organizations. Interprets, applies, and explains policies, procedures, rules, and regulations as needed. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
17. Provides progress reports to the student's parent/guardian. Employs a variety of communication methods to establish and maintain respectful, productive partnerships with families and/or caregivers with professional staff members including agency representatives in support of student training and well-being.
18. Engages all students in problem-solving and the exploration of ideas in academic related tasks drawing on student's ability, culture, experiences, and knowledge. Communicates high learning expectations for all students.
19. Integrates technology to support, differentiate and generate multiple paths to knowledge based on individual differences in students.
20. Interprets and uses data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation. Administers designated educational tests to students, scores (if required) and analyzes such tests and reports scores to supervisors. Ensures any accommodations on statewide or district assessments are implemented according to the student's IEPs.

21. Maintains appropriate student supervision so that students have a safe and orderly environment in which to learn.
22. Maintains and submits reports, records, and correspondence in a timely and accurate manner as required by law, district policy, and school regulations.
23. Works cooperatively with general education teachers and the school administration.
24. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
25. Performs any other duties or responsibilities as assigned by the principal or Gifted Resource Teacher.

#### **OTHER DUTIES:**

- Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.
- Attends staff, team, and departmental meetings. May be appointed to committees.
- Attends district and school sponsored professional development days.
- Attends relevant workshops and conferences with approval from the supervisor.
- Actively participates in professional associations as appropriate.
- Active member of a professional learning community.
- Committed to continuous self-improvement through professional development and other avenues.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens and bodily fluids.

#### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

#### **TERMS OF EMPLOYMENT**

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.