

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** Gifted & Talented Teacher

**REPORTS TO:** Building Administrator (s)

**JOB GOAL:** To provide advanced instruction to gifted and talented students in various subjects effectively

**QUALIFICATIONS:**

1. Maine Department of Education 690 Gifted and Talented Endorsement
2. Previous experience teaching Gifted & Talented students preferred
3. Excellent communication skills and a high degree of knowledge in chosen field of study and instruction

**PERFORMANCE RESPONSIBILITIES:**

- Plans and implements a challenging curriculum for instruction in all advanced subjects
- Observes and assesses student's mastery of the CCSS based on academic performance, and proficiency
- Utilizes both proven and innovative techniques to help student develop productivity, creativity, self-discipline, social development and leadership skills
- Mentors and advises students and parents in career and post-secondary education at the secondary level when appropriate
- Develops and carries out an annual Individualized Learning Plan (ILP) for each identified student
- Assists staff, Principals and all involved teachers in the design, instruction, and implementation of individual, small group or classroom experiences which address the goals in each identified student's ILP
- Requests, collects, and records documentation of delivery of Gifted & Talented services outlined in each ILP
- Initiates and keeps record of necessary documentation of parent/guardian notification of assessment, identification, programming, and consent of Gifted and Talented services or Enrichment
- Relates on the intellectual level of Gifted & Talented students without losing sight of the student's true age
- Performs all other appropriate duties as assigned by the building administrator

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Education Association agreement

**EVALUATION:**

Performance for this position will be evaluated annually by the Building Administrator(s) based on the job description and teacher annual goals

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.*

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_