

Aledo ISD Job Description Campus

Teacher/Gifted & Talented

Rev. 04/24/2025

Reports to: Principal

Primary Purpose:

Provide Gifted and Talented students with appropriate learning activities and experiences to support their potential for intellectual, emotional, physical, and social growth. Work collaboratively with campus administrators and faculty on identification practices, instructional delivery, and advocacy for gifted and talented students. Serve as a resource and provide professional development and communication for parents, teachers, and community on Gifted and Talented student needs and curricular and service requirements. Assist in coordinating District compliance with local regulations and state mandates outlined in the Texas State Plan for the Education of Gifted/Talented Students.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university;

Valid Elementary Texas teaching certificate

Demonstrated competency in the core academic subject area assigned

Documentation of 30 hours GT Professional Learning in accordance with guidelines established by TEA

Valid Texas Gifted and Talented Supplemental Certificate (preferred)

Special Knowledge/Skills:

Knowledge of core academic subject assigned;

General knowledge of curriculum and instruction;

Ability to instruct students and manage their behavior;

Strong organizational, communication, and interpersonal skills

Experience:

A minimum of three – five years elementary teaching experience

Multiple elementary grade level experience (preferred)

Major Responsibilities and Duties:

Instructional Strategies

1. Develop, revise, and implement GT curriculum for the pull-out program that activates curiosity, extends the core-content curriculum, and engages the natural gifts and talents of identified gifted learners; design opportunities for students to develop sophisticated products and/or performances.
2. Assist teachers in modifying the depth, complexity, and pacing of the grade-level curriculum, curricular extensions and facilitate supplemental, supportive activities for GT and advanced learners.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by TEA, board policies, and administrative regulations.. requirements.
4. Use technology to strengthen the teaching/learning process.

Student Growth and Development

5. Help students analyze and improve study methods and habits.
6. Conduct ongoing assessment of student achievement through formal and informal testing.
7. Organize and administer qualitative and quantitative instruments to identify students with gifts, talents, and advanced academic needs at all grade levels; communicate results with the Selection Committee.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selection of books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

Communication

15. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
16. Maintain a professional relationship with colleagues, students, parents, and community members.
17. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

18. Participate in staff development activities to improve job-related skills.
19. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
21. Attend and participate in faculty meetings and serve on staff committees as required

Other

22. Maintain confidentiality.
23. Develop and maintain systems for retrieval of information in support of all programs; compile, maintain, file, and secure all physical and computerized reports, records, and other required documents.
24. Pursue professional development activities for self and assigned staff; ensure that professional development activities are aligned with district goals and initiatives and current professional research.
25. Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
26. Comply with the Professional Code of Ethics and Standard Practices for Texas Educators.
27. Follow district safety protocols and emergency procedures.
28. Perform other related duties as assigned.

Supervisory Responsibilities:

none

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Employee Signature

Date

Supervisor Signature

Date