



## HUMBLE INDEPENDENT SCHOOL DISTRICT

### Job Description

### Gifted and Talented Teacher

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<b>Reports to:</b>	Campus Administrator and Director of Advanced Learning & Services
<b>School/Department:</b>	Assigned Campus
<b>Pay Grade:</b>	Teacher Pay Scale
<b>Wage/hour status:</b>	Exempt
<b>Work Days:</b>	187
<b>Created/revised:</b>	April 2025

#### Primary Purpose:

The Gifted and Talented (G/T) Teacher is responsible for identifying and providing targeted instructional support to students identified as gifted and talented. This role involves designing and implementing differentiated learning experiences that foster intellectual, emotional, social, and academic growth. The G/T Teacher will utilize both push-in and pull-out instructional models in alignment with best practices in gifted education and district guidelines. By creating a challenging and enriching learning environment, the G/T Teacher ensures that students develop their full potential through research-based strategies and personalized educational opportunities. These duties shall be carried out through both instructional models, push-in and pull-out, according to best practices in G/T educational research and district recommendations.

#### Qualifications:

##### Education/Certification:

- Bachelor's degree in Education or closely related field from an accredited college or university recognized by the US Department of Education. Master's in related educational area preferred
- Valid Texas teaching certificate
- Completed 30 hours of G/T Foundational Training
- Updated annual update G/T hours

##### Special Knowledge/Skills:

- Knowledge of K-5 curriculum, instructional strategies, and assessment for learning
- Knowledge of and deep understanding of the traits of identified G/T students
- Strong organizational, communication, and interpersonal skills
- Skill in applying instructional strategies
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences and facilitating small and large groups
- Skill in Windows operating systems along with district standard software packages such as MS Office (Word, Excel, PowerPoint), Google eMail, Zoom, and other related technology platforms
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Demonstrated ability to individualize and make use of techniques for teaching G/T students
- Demonstrated ability to work directly and collaboratively with classroom teachers toward the continued success of G/T students
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to perform duties with attention to detail, accuracy, follow-through, courtesy, cooperativeness, and work with minimum supervision
- Ability to instruct students and manage their behavior in accordance with Student Code of Conduct and student handbook



- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
- Ability to build and maintain effective relationships with school administrators, staff, students, and families
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to students, parents, administrators, District officials and employees, co-workers, outside organizations, and the general public

#### **Experience:**

- Three years of successful teaching experience
- Demonstrated ability to differentiate and use techniques for teaching G/T students
- Planning and providing professional learning to staff

#### **Major Responsibilities and Duties:**

##### **Instructional Strategies**

1. Support teachers with appropriately differentiating curriculum and instruction in the four core content areas and documenting differentiation, including assisting in training, unit and lesson planning, out-of-school training opportunities, and co-teaching.
2. Assist in providing acceleration and enrichment for each student identified as G/T.
3. Organize, implement, and monitor student performance and develop intervention plans for student success.
4. Facilitate student creation of, and maintaining progress toward, personalized advanced learning plans, including student personalized goal setting.
5. Organize and implement the Texas Performance Standards Project (or similar performance/product-based learning project) for students identified as G/T.
6. Serve as the building consultant for G/T education and differentiation.
7. Serve on building the site-based decision-making committee as program representative.
8. Ensure that G/T program improvement issues are addressed in the Campus Improvement Plan.

##### **State Compliance**

1. Annually review student files to ensure accuracy for identified students.
2. Responsible for student data and coding in district databases, such as eSchool and Frontline; reconcile with documentation on a bimonthly basis.
3. Monitor student placement, student achievement, and ensure compliance for monitored students.
4. Ensure all G/T documentation is in the digital Student Permanent Records system.
5. Administer identification assessments as needed.
6. Monitor PEIMS student roster for accuracy and compliance.
7. Chair the building G/T placement committee.
8. Monitor compliance with the Board Goals, Program Goals and Objectives, and the Texas State Plan for the Education of the Gifted/Talented Students.
9. Monitor staff records for compliance regarding G/T training

##### **School/Organizational Climate**

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations, parents, and the community.



**Policy, Reports, and Law**

1. Comply with policies established by federal and state law, State Board of Education rule, TEA, and local board policy in required reporting to agencies
2. Keeps informed of and comply with state, district, and school regulations and policies. Compile, maintain, and file all physical and electronic reports, records, and other required documents.
3. Demonstrate behavior that is professional, responsible and in compliance with the Professional Code of Ethics.
4. Maintain and act with integrity and diligence in duties involving financial resources.

**Communication**

1. Maintain a professional relationship and effective communication by acting as program liaison with parents, counselors, administration, registrars, building teachers, district coordinators, and district Advanced Learning and Services staff.
2. Advocate for students identified as G/T regarding specific services including, but not limited to ARD committee meetings, personalized counseling meetings, LPAC, etc.
3. Promote and share information regarding G/T referral, identification, and services to campus staff and parents.
4. Establish and maintain open lines of appropriate, clear and acceptable communication with students and their parents/guardians.
5. Provide outstanding customer service.
6. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

**Other**

1. Maintains confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
2. Demonstrates effective interpersonal skills through communications with parents, community, staff.
3. Attend professional growth activities to maintain awareness of current research and issues in academics, assessment, teacher education, professional development at the state level, including technology integration.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Stay up to date with current research regarding gifted and talented education and students
6. Work with campus instructional leadership to plan and present staff development in G/T education as required.
7. Attend monthly District meetings.
8. Promotes a positive image that supports the mission of the district, and works with inter-department personnel to continually improve the professionalism of the total department.
9. Performs other duties as may be assigned.

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress

Frequent standing and moderate stooping, bending, pushing, pulling, and lifting (up to 40 lbs)

Possible biological exposure to bacteria and communicable diseases

Workload is deadline driven

Prolonged use of equipment and computer with repetitive hand motions



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Classroom atmosphere may be noisy and hectic. Classroom are “open” with multiple students working in large open rooms containing two or more desks and equipment.  
Contact with parents, community, and/or other district/campus employees  
Frequent prolonged and irregular work hours  
Occasional travel outside of school district boundaries  
Work location assigned requires physical presence in office  
Daily attendance and punctuality are essential functions of the job

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_