



Position: Elementary Teacher

Assignment: Elementary G/T Facilitator

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: TC100/187 Days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum, documenting teaching, and student progress/activities/outcomes, addressing specific educational needs of individual students, and by creating a flexible, safe, and optimal learning environment. Provide feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree from an accredited university
- Valid Texas teaching certificate (Elementary EC-5)
- 30 clock hours of initial gifted/talented training

Special Knowledge/Skills/Experience:

- 3 years successful classroom teaching experience
- Experience serving elementary gifted/talented students
- Deep understanding of the nature and needs of gifted learners
- Mastery of instructional practices that lead gifted students to profound learning
- Thorough knowledge of gifted/talented identification and assessment practices
- Familiarity with the *Texas State Plan for the Education of Gifted/Talented Students*
- Ability to implement research-based, adult professional learning practices
- Effective instructional coaching, problem solving, and conferring skills
- Proficiency with technology, assessment platforms, and software applications
- Competence in data analysis and the formulation of action plans
- Strong organization, communication, and interpersonal skills
- Commitment to self-evaluation regarding performance and professional growth

Major Responsibilities and Duties:

- Facilitate innovative learning experiences that encourage students to take cognitive risks.
- Collaborate with classroom teachers to meet the needs of gifted/talented students.
- Provide classroom teachers support through lesson design, mentoring, and coaching.
- Administer standardized tests as part of the qualification process for gifted/talented services.
- Analyze and disaggregate campus/district level data related to student qualification.
- Monitor performance of and provide support for identified gifted/talented students.

- Lead campus and district professional learning related to gifted education.
- Facilitate review committees that determine student eligibility for gifted/talented services.
- Use effective communication to present accurate and timely information to all stakeholders.
- Promote community and family engagement related to gifted/talented services.
- Support campuses with state or federal compliance requirements.
- Requisition appropriate resources, instructional materials, and other supplies or equipment.
- Design and utilize curriculum consistent with district and program goals/objectives.
- Incorporate technology to strengthen the teaching and learning process.
- Promote a safe classroom environment that is conducive to individualized/small group learning.
- Organize and maintain systems for accurate and complete record-keeping, grading, and reporting for all student activities, achievement, and attendance as required by district procedures and applicable laws.
- Encourage family involvement and effectively communicate with students and parents.
- Ensure that student conduct conforms with campus/district standards and policies.
- Maintain standards of student behavior necessary to achieve a functional learning environment.
- Supervise students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Facilitate high-quality, ongoing assessment of student learning aligned to challenging content, standards, and skills.
- Adjust instructional methods based on individual student needs.
- Remain current in best practices related to gifted education, curriculum, differentiated instruction, assessment, and professional learning through literature review and attendance at state/national conferences.
- Utilize research skills to gather information from other schools and districts around common problems of practice to seek innovation solutions.
- Participate in activities that promote district and community relations.

Mental Demands/Physical Demands/Environmental Factors:

- Computer and peripherals; standard office equipment
- Very frequent walking; occasional bending/stooping, pushing/pulling, and twisting; occasional prolonged sitting or standing
- Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Frequent lifting and carrying
- Frequent district-wide travel
- Maintain emotional control under stress; work with frequent interruptions; frequent prolonged and irregular hours

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name