



# **HOLMDEL TOWNSHIP PUBLIC SCHOOL**

## **JOB DESCRIPTION:**

### **GIFTED AND TALENTED SPECIALIST**

#### **QUALIFICATIONS:**

1. New Jersey Certificate: Teacher of Elementary School
2. Gifted endorsement or graduate level work in Gifted Education is desirable
3. Minimum of five years' successful teaching experience
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S Citizenship or legal resident alien status.
6. Such alternatives as the Board may find appropriate and acceptable.
7. Experience teaching gifted students is desirable

**REPORTS TO:** Principal or designated administrator.

**JOB GOAL:** To provide instructional services, in-service training, and support that will enable each identified student to master the skills appropriate to age, grade level, and individual capacity.

#### **1. PERFORMANCE RESPONSIBILITIES:**

- a. Assists building principals in conjunction with the building level selection team if applicable, in identifying gifted students.
- b. In cooperation with regular classroom teachers, provides direct instruction to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students identified as gifted.
- c. Develops and implements a flexible, curriculum-based, enrichment program designed to meet the gifted pupils' academic needs while nurturing collaboration through group interaction.
- d. Serves as a resource person for classroom teachers, providing materials, ideas, and differentiated instructional methods, to ensure appropriate educational experiences for gifted students in the regular classroom.
- e. Collaborates with the other gifted/talented specialists in the District to develop in-service training for colleagues, designed to foster the use of differentiated instructional strategies in order to meet the needs of gifted learners in the regular classroom, as well as parent information sessions.

- f. Creates an environment in which the gifted can use their strengths, safely explore new areas of thought and action, and feel intellectually challenged while developing personal and interpersonal skills.
- g. Interprets identified students needs and progress to the classroom teacher and the parent.
- h. Confers with parents concerning individual students.
- i. Develops and maintains records and reports as are necessary to assess the effectiveness of the Gifted Cluster Program.
- j. Assists in developing recommendations for the adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual/technological aids.
- k. Consults with members of the Child Study Team as needed.
- l. Assumes other appropriate professional responsibilities as delegated by the principal or the Assistant Superintendent for Curriculum and Instruction.

## 2. Student Management

- a. Support a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Support reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

## 3. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

## 4. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- e. In accordance with prescribed state and federal law as well as with administrative procedures, informs parents of placement in the Achieve Program.
- f. Provides progress reports, on students assigned to the program to both classroom teachers and parents as required.
- g. Communicates with and assists teachers regarding objectives devised for each student and the materials being used to accomplish those objectives in their classrooms.

5. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the building principal or designated administrator.

**TERMS OF EMPLOYMENT:** Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting

**DATE:** June 15, 2011