

### **GIFTED/TALENTED TEACHER**

- QUALIFICATIONS:**
1. Current teaching license validated by the Wisconsin Department of Public Instruction
  2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade level education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

### **PERFORMANCE RESPONSIBILITIES:**

1. Adapts instructional material as necessary to meet student needs, aptitudes, and interests;
2. Assigns independent learning activities to students, as appropriate;
3. Assists new students in adjusting to school;
4. Assists students in establishing high standards of conduct;
5. Attends professional conferences to keep abreast of promising instructional practices;
6. Conducts demonstration classes;
7. Communicates with parents and counselors on student progress;
8. Confers with students and parents;
9. Cooperates with local health authorities on pertinent matters;
10. Coordinates interdisciplinary lessons and units;
11. Counsels students on educational, vocational, opportunities;
12. Creates curriculum materials to meet learning objectives;
13. Utilizes a variety of teaching strategies;
14. Encourages students to think independently and to express original ideas;
15. Engages in curriculum planning and development;
16. Establishes an effective climate for learning;
17. Establishes learning objectives for each lesson;

18. Participates in the selection instructional materials and textbooks;
19. Evaluates the instructional program;
20. Grades and evaluates all student work conscientiously and fairly;
21. Helps students evaluate career interests and choices;
22. Identifies and utilizes community instructional resources;
23. Implements the Board's policies on student discipline;
24. Makes referrals to other professional staff members in the district;
25. Makes referrals to outside agencies and professional persons;
26. Helps students evaluate career interests/sets up mentorship program;
27. Helps teachers master and implement new instructional ideas and strategies;
28. Helps teachers understand the special needs of problems of individual students;
29. Assists in the identification of learning needs of exceptional children;
30. Plans and conducts educational field trips;
31. Plans and supervises student testing program;
32. Plan lessons and files lesson plans with principal;
33. Refers students for exceptional education programs as appropriate;
34. Serves as class advisor;
35. Sets up special displays of student work;
36. Supervises on hall duty and detention as assigned;
37. Plans annual budget for instructional materials and supplies;
38. Writes reports and news articles as requested;
39. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.