

POSITION DESCRIPTION
Gifted Talented Advisor

ORGANIZATIONAL RELATIONSHIPS

To create a flexible high school GT program favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide an enriched education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES

Student Identification

1. Assists with referrals to other professional staff members in the district;
2. Assists in the identification of students' needs;
3. Refers students for exceptional education programs as appropriate;
4. Monitors students' standardized testing achievement;
5. Follows identification process of gifted students as outlined in the SDW GT Guidebook;

Communication

6. Coordinates the AP Program including communicating with AP teachers, parents and staff as well as ordering and administering the AP tests;
7. Works with Student Services members regarding student requests for becoming Teacher Assistants and taking online courses due to schedule conflicts, acceleration and further enrichment;
8. Promotes extracurricular and cocurricular activities to develop leadership skills and passions in academic and non-academic areas;
9. Promotes academic activities and competitions outside of the district;
10. Communicates with students, parents, counselors, and other school staff (as necessary) on student's needs and progress which includes creating and maintaining Personalized Education Plans (PEPs);
11. Makes referrals to outside agencies and professional persons;
12. Shares information with our community about student accomplishments and successes;
13. Cooperates with local health authorities on pertinent matters;

Classroom/Student Development

14. Encourages students to think independently and to express original ideas;
15. Engages in curriculum planning and development;
16. Participates in the selection of instructional materials and textbooks;
17. Evaluates the instructional program;
18. Helps teachers implement new instructional ideas and strategies;
19. Plans and conducts educational field trips;
20. Encourages students in establishing high standards of conduct (the Waupaca Way)
21. Establishes an effective climate for learning;
22. Discusses enrichment, educational, and career opportunities with students.
23. Implements the Board's policies on student discipline;
24. Identifies and utilizes community instructional resources;
25. Assists new students in adjusting to the GT program;

26. Attends professional conferences to keep abreast of promising instructional practices;
27. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

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.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT: As set forth in the Teacher Handbook

- Reports to the Building Principal

CREATED: 2.12.2022

REVISED: 4.12.2022

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.