



EMPLOYEE NAME: _____

Revised: 3/93; 1/94; 12/94; 5/95; 2/97; 3/01; 10/12; 7/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher of the Gifted	JOB CODE: 146
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4,5,6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide an appropriate educational program for eligible exceptional learners.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate; Gifted-In Field and Subject Area Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides instruction that is appropriate, using methodology according to the population's special needs.
3.	Exhibits professionalism in all job related situations; communicates responsibly with all individuals and groups.
4.	Assumes a fair share of outside-the-classroom school responsibilities; participates in program development activities as assigned.
5.	Adheres to local school/and program procedures and regulations; avoids behavior which detract from staff morale; works cooperatively with colleagues and the community.
6.	Maintains plans according to policies and/or directives; handles money, receipt books, and other financial records responsibly; submits accurate paperwork on schedule; follows identification procedures and maintains test security; punctual in maintaining required work schedules.
7.	Demonstrates responsible attendance and use of leave; prepares adequately for responsibilities to be assumed when absent.
8.	Accounts for student attendance and punctuality; follows all county, state and federal policies and procedures by the conduct of students in accordance with policies at all times.
9.	Adjusts to reassignments of schools and/or teaching responsibilities as caseloads require.
10.	Meets expectations according to the regular teacher job description.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____