



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

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| POSITION TITLE: Teacher of the Gifted | JOB CODE: 148 |
| 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:

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| 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:

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| 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 _____