

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: **Teacher of the Gifted**
Reports to: **Principal**

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for the assignment. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To provide stimulating and enriching activities to students identified as gifted according to state criteria.

Essential Duties and Responsibilities:

1. Plan curriculum and implement lessons for gifted students, using teaching strategies which motivate the higher levels of thinking skills.
2. Prepare for and participate in placement committee meetings, dismissal staffing meetings and IEP conferences.
 - a. Interpret evaluation reports.
 - b. Utilize information to identify and write target behaviors, annual goals, long and short term academic and behavioral objectives on Individual Education Plan.
3. Works cooperatively with classroom teachers.
4. Confers frequently with parents and professional staff members regarding the educational, social, and/or personal needs of students.
5. Assist other professional staff members in resolving the unique needs of each child.
6. Assist students on making an assessment of abilities and establishing educational and occupational goals.
7. Participate in inservice training specifically designed to meet the ongoing needs of the teacher and/or the program.
8. Organize and facilitate an effective program for parental involvement and training.
9. Documents and reports student progress.
10. Provide a classroom environment that encourages development of inter-personal skills and socialization.
11. Abide by all policies of the Okaloosa County School Board.
12. Perform other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.