

**Pleasant Hill School District
Job Description**

Job Title: Teacher – Talented and Gifted K-5
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

This position provides education services to intermediate level students in a classroom setting. The teacher instructs students, maintains student discipline, and is responsible for student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Develops and maintains an environment conducive to effective learning within the limits of the resources provided by the District.
3. Assist in the evaluation, development and improvement of courses of study and instructional activities for gifted students.
4. Teach gifted students by developing lesson activities and materials to meet the prescribed needs of students and communicate those needs to classroom teachers and parents.
5. Assist individual classroom teachers in their instructional and classroom planning for gifted students.
6. Assist in the selection of materials and other technology, for the gifted program and for gifted students.
7. Support and promote gifted education and the needs of gifted students.
8. Share specialized training with other teachers.
9. Work with other teachers of the gifted to plan curriculum and activities for gifted students.
10. Maintain professional competence through in-service educational activities provided by the District and/or self-selected professional growth activities.
11. Maintain knowledge of current practices and newest methods for working with gifted students.
12. Continually evaluate and develop programs to meet the needs of district populations.
13. Conference with parents of students and appropriately plan for translators as needed.
14. Attend all necessary trainings and department meetings.
15. Perform other duties as assigned.
16. Plans a program of study at the intermediate level that meets the individual needs, interests, and abilities of students.
17. Makes learning visible through effective student engagement.
18. Integrates technology to support effective instruction, student learning, and classroom management.
19. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student outcomes and effective classroom management.
20. Assists in the selection of intermediate level curriculum, equipment, and other instructional materials.
21. Plans purposeful assignments for teacher aides and volunteers while providing them support and guidance.
22. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individual(s) or student groups involved.
23. Develops and implements intermediate level lesson plans based on District curriculum and state standards.
24. Improves professional competence by engaging in ongoing professional development, including, but not limited to: reading; workshops; and conferences.
25. Implements required provisions as outlined in IEPs, 504 plans, TAG plans, and as requested by the District.
26. Attends and participates in grade level team meetings.
27. Facilitates parent/teacher conferences.
28. Completes required paperwork accurately and in a specified time and manner.
29. Supervises students before and after school and at recess and lunch ensuring safety and security.
30. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials, and facilities.
31. Refers students for special needs assessments when necessary.

32. Works to establish and maintain open lines of communication with students, parents, and staff concerning both the broad academic and behavioral progress of their students.
33. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum, and instructional methods.
34. Assists the administration in implementing policies and rules governing student activities and conduct.
35. Maintains appropriate certifications and training hours as required.
36. Adheres to all standards established by Teachers Standards and Practices Commission for Competent and Ethical Educators.
37. Complies with applicable District, state, local, and federal laws, rules, and regulations.
38. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends and provides input at staff meetings.
3. Participates on school or District level committees.
4. Substitutes for other teachers, as necessary.
5. Coordinates and supervises student field trips.
6. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A. or B.S.) or higher from four-year college or university. Prior successful experience teaching in a school setting or with primary level children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach children at the intermediate level.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, staff, and community members. Ability to read, analyze, and interpret general business periodicals, professional journals, IEPs, or governmental regulations. Ability to write routine e-mails, reports, and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define and solve problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software, spreadsheets, word processing software, and other software programs as determined by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of elementary level students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license through the Teachers Standards and Practices Commission (TSPC) and CPR/First Aid Card.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders and move classroom furniture around. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard elementary classroom setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens and/or bodily fluids.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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