



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Gifted and Talented Instructor

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Principal

VERSION DATE

November 2015

JOB SUMMARY

A licensed staff, who under the direction of the principal, will serve a selected group of students in an after-school capacity. The frequency and duration of this program will be negotiated with the principal to best serve the students and community of the school. Under contracted agreement these parameters will be:

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	The scope, nature, selection process, and curriculum of this program will be under the direction of the principal and the responsibility of the instructor.
2.	Use an agreed upon system for selection of students.
3.	Select, prepare and coordinate curriculum and activities.
4.	Schedule meetings in conjunction with other after-school activities.
5.	Communicate with parents and families as needed.
6.	Promote the program and work with other staff when directed by the principal.
7.	Report any issues or concerns to the principal.
8.	Follow contractual agreements in relation to time, contract hours, and meetings per week: <ul style="list-style-type: none"> • Twenty-three (23) student contact hours with one (1) hour of preparation for a total of 24 hours. • A guideline of no more than two (2) meetings per week. • A timeframe of one to one and one half (1 – 1½) hours per meeting period. • It is recommended that a student to teacher ratio of 15:1 be followed.
9.	Other duties as assigned.

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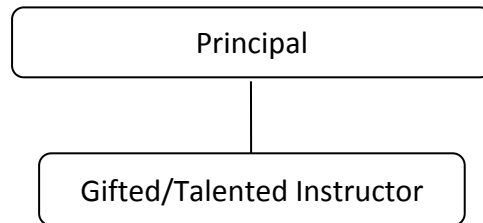
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CONTRACT REFERENCE

FEA Master Agreement

QUALIFICATIONS (Specific training or job experience required before appointment)

- Teacher license required
- Experience working with gifted and talented children preferred

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.