

TEACHER OF THE GIFTED / CASE MANAGER

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Principal and Special Education Administrator (SEA)</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher Personnel</i>
Terms of Employment:	<i>7.5 hours / 9 months</i>
Job Goal:	<i>To enrich academics by creating an individualized educational plan (IEP) for services for those students who have been identified as gifted. To facilitate the development of skills, knowledge, and attitudes according to each student's abilities.</i>

Minimum Qualifications

- 1. Bachelor's Degree in Education from a regionally accredited college or university; Master's Degree/National Board Certification in Education from an accredited college or university preferred.*
- 2. Valid New Mexico Public Education Department (PED) PK – 12 Teaching License*
- 3. Recommendations from degree-granting institutions and/or previous employers.*
- 4. Excellent computer skills in Microsoft Office (MS) software applications and database applications.*

Job Duties

- 1. Meet and instruct assigned classes in the location(s) and at times designated.*
- 2. Develop and implement the Individualized Educational Plan (IEP).*
- 3. Collaborate with classroom teachers and the coordinator of gifted services in planning differentiating instruction for students who are gifted. This may include committee work, field trips, seminars, and other activities.*
- 4. Serve as the liaison between school, special education and the parent, regarding student progress.*
- 5. Maintain appropriate records and reports as needed for student proof of study.*
- 6. Offer information in program evaluation, staff meetings and staff in-service.*
- 7. Work with student assistance team (SAT), classroom teachers and SEA of gifted students in the referral process.*
- 8. Meet with parents and accesses community resources as needed.*
- 9. Serve as case manager for all assigned students who are gifted to assure that all IEP's are done annually and that all timelines are followed.*

10. Meet all compliance requirements e.g. timely Individualized Education Plan (IEP) and evaluations.
11. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
12. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
13. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
14. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
15. Evenings and weekend work may be required.
16. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ Date _____