



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Gifted Specialist – (High School)**

Position Type: Certified	Department: School
Salary Schedule: Certified	Location: School
Reports to: Principal	
Term of Employment: 9 months	Shift: Day
Approved By: Human Resources	Date: August 31, 2020

POSITION SUMMARY:

To work in a partnership with Gifted Services, school administration, students, staff, parents, and the community in accordance with the district's vision and mission to promote student achievement with gifted and advanced learners. Conduct gifted identification testing, support classroom teachers, provide pullout services or classes as needed, and provide professional development to school staff and community in order to support gifted and advance learners for all grades the school serves.

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.

ESSENTIAL FUNCTIONS:

- Demonstrates an understanding of the socio-emotional, developmental, & academic needs of the gifted, high school age learner
- Stays up-to-date on latest research in the field of gifted education specifically focusing high school gifted learners and their socio-emotional needs
- Works with the Gifted Services Manager and school administration to create a schedule to support gifted learners. This includes FTE (open periods in the school day when students are not assigned) provided based on the Gifted Staffing Model, time during MTSS/RTI periods, and before & after school activities.

Priority 1 - Support socio-emotional needs of gifted learners

- Contact or meet with all gifted identified students at the beginning of the school year (To touch base and make sure they know you are available to support them)
- Develop a system at each campus for students to come in for support as needed
- Create meaningful participation opportunities (structured and unstructured get-togethers, group activities, clubs etc.) to build community in each school's

gifted population and provide supports (Before/after school, at lunch, field trips, etc.)

Priority 2 - Support academic needs of gifted learners

- Work closely with school counselors (and other administrative & office staff) to ensure students are placed/grouped appropriately in classes
- Encourage clustering/grouping of gifted students when possible
- Work with school staff as the liaison between the gifted classes offered through DVLOP and the school campuses
- Work closely with school counselors and teachers to make sure students are supported and being academically successful
- Work with school administration to provide gifted training and support to teachers as needed. (Encourage and support teachers in obtaining Gifted Endorsements)
- Collaborate with classroom teachers to effectively engage students in learning by using a variety of instructional strategies in order to meet individual learning needs. (i.e. providing teaching materials, lesson plans, resources, modeling, observing, team teaching, etc.)
- Collaborate with other support staff to ensure all gifted identified students, who also have special needs, are being supported and are successful
- Develop a plan with the Gifted Services Department to conduct gifted identification testing each year

Priority 3 – Assist the Gifted Services Manager in working with the parents and community at each campus

- Conduct/support at least one parent night/event each year
- Support and have gifted representation at Future Freshman Nights to promote the school's gifted programming
- Work with the Gifted Services Manager to develop a school website and program flyers. Ensure these are updated as needed

Priority 4 – Must meet any additional specific job requirements as indicated by the Gifted Services Manager and site administration. These include, but are not limited to:

- Assist in the registration/application process for incoming gifted students
- Attend all required district gifted professional development and meetings
- Work with the Gifted Services Manager on development and deployment of program initiatives and priorities
- Support and facilitate communication between Gifted Services, school administration, students, staff, parents, and the community at each campus

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Gifted Services Coordinator.
- Does not provide substitute coverage during periods funded through the Gifted Staffing Model

SUPERVISORY RESPONSIBILITIES:

- Supervises students
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986
- Must meet all Arizona Department of Education certification requirements
- Must attain SEI endorsement as required by Arizona Department of Education
- Must have Provisional Gifted Endorsement (Full Gifted Endorsement preferred)

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university
- Minimum 3 years teaching experience in gifted education preferred
- Counseling and/or high school experience preferred

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.