



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Gifted Specialist (K-8)**

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 gifted and general education curriculum, subject content, and the developmental needs of gifted and advanced learners by providing relevant learning experiences.
- Stays up to date with the latest research in the field of gifted education.
- Works with the site administration and Gifted Services Department to establish the school's Continuum of Gifted Services and schedule to best meet the needs of the school's gifted and advanced learners at all grade levels the school services.
 - This includes both team teaching/push in support and pull out services depending on school, grade level, and student needs.
 - If SAGE - Content Replacement is included in services offered, the specialist is to meet all of the requirements as a classroom teacher on the campus for the courses offered. This includes maintaining grade books, and providing timely feedback to both students and parents throughout the school year, and other classroom teacher expectations.
 - Schedules are to be sent to Gifted Services in the spring of the prior

school year for approval.

- Plans instruction using the state's standards, the district curriculum, effective gifted strategies, resources, and data to meet the needs of gifted and advanced students.
- Effectively engages students in learning by using a variety of instructional strategies in order to meet individual needs of gifted learners. This is both in the grade level classrooms supporting Gifted Cluster teachers and in pull out services when available.
- Uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- Requires students to demonstrate 21st Century skills; critical thinking, communication, collaboration, creativity and technology in every classroom.
- Provides and proctors gifted identification testing according the designated testing windows and following district policies and protocols.
- Provide professional development and support for school staff (focusing on gifted cluster classrooms) on the needs of gifted and advance learners at all grade levels the school services.
- Maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
- Attends all required district gifted professional development and meetings.
- Provides a yearly parent night to inform parents of gifted services and the needs of gifted learners each year and represent gifted services at any required school events as needed.
- Meets any additional specific job requirements as identified by the school administration or Gifted Services Manager.

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 school supervisor and Gifted Services Manager.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned paraprofessionals or aides.
- 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 Gifted Endorsement (Full Endorsement – Preferred)

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.

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.