

**MSAD #28
JOB DESCRIPTION**

**CAMDEN-ROCKPORT ELEMENTARY SCHOOL (CRES)
HORIZONS GIFTED AND TALENTED (G/T) TEACHER**

QUALIFICATIONS:

1. Bachelor's Degree or above
2. Valid Maine Department of Education K-8 certification and endorsement in G/T
3. Knowledge and experience of issues and goals of G/T education
4. Experience working on elementary teams and across areas of study

REPORTS TO: Assistant Superintendent and Building Administrator for K-4 building-level concerns.

JOB GOAL: To provide specialized curricula, for identified students, that are advanced, conceptually complex and differentiated from the regular classroom curricula.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates good communication skills, sound organizational skills and clear and concise writing skills.
2. Provides appropriate notification of all CRES K-4 Horizons Program decisions to parents of students admitted to Horizons G/T programming.
3. Coordinates and collaborates between all Horizons Programming courses and all teachers.
4. Provides the initial point of contact for trouble-shooting program issues and planning for identified CRES G/T Horizons students.
5. To offer differentiation support and resources, with the support of the Assistant Superintendent & building administrator, to all K-4 general education classroom teachers, for highly-capable and highly gifted students.
6. To direct and coordinate, with support from the Assistant Superintendent & building administrator, all screening and identification processes linked to Horizons G/T courses in Grades 3 and 4 at CRES, including communications with teacher and parents.
7. Communicates as needed with Building Administrator and grade-level team leaders.
8. Performs such other duties and assumes such other responsibilities as the Building Administrator or Assistant Superintendent may assign.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the District

4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

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

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Salary and work year as determined by teacher contract.

EVALUATION: Performance of this job will be evaluated in accordance with this document, and the District's Teacher Evaluation System.

History: Approved: 04/10/02, 10/11/12, 12/12/12

Approved: April 14, 2021