

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Gifted and Talented Resource Teacher for Grades K-5

EXEMPT:

SALARY LEVEL: Determined by Certified Salary Schedule

LOCATION:

REPORTS TO: Gifted and Talented Coordinator

JOB GOALS: The Gifted and Talented Resource Teacher will be responsible for instructing specialized pull-out classes for identified students in grades 3, 4, and 5. This teacher will also serve as a resource to all elementary teachers.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Instructional Tasks:

1. Work with identified students, grades 3-5, in limited pullout program. Students stay at home school and meet with the resource teacher for one session per week.
2. Provide classroom enrichment opportunities relating to problem solving and critical and creative thinking skills.
3. Serve as a teacher resource for ways of working with highly able students in the classroom.

General Professional Duties:

1. Assist with testing, class selection, and scheduling.
2. Keep teachers informed of the program through written and oral communication.
3. Keep parents and teachers informed of program through a newsletter included with each report card.
4. Provide six-week evaluations of each child's performance in the pullout program, to be included with each report card.
5. Be available as a resource person to provide information, materials, and training to classroom teachers and students.
6. Participate as a member of the Plymouth Community School Corporation Gifted and Talented Committee.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree (B.A.) in Elementary Education from a four-year college or university.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret instructional materials, reports, and other resources. Ability to respond to common inquiries or complaints from students or faculty. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to

effectively present information to administrators, faculty, students, public groups, and/or members of the school board.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference.
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of resources and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid Indiana driver's license, Elementary Education License (G.T. Endorsement preferred).

PHYSICAL DEMANDS:

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 employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

185 days per year.

APPRAISAL:

Appraisal is described in the staff evaluation document.

Revised 12/8/00