

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Gifted Intervention Specialist</b>
<b>Reports To:</b>	Director of Pupil Services
<b>Position Status :</b>	Full Time: 185 day assignment (Section 3319.07-ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	<ol style="list-style-type: none"> <li>1. Coordinate and implement educational programming to meet the needs of gifted students.</li> <li>2. Support the Response to Intervention (RTI) process as an instructional specialist in the area of differentiation.</li> </ol>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid State of Ohio teaching license for assignment, including Gifted Intervention Specialist endorsement.</li> <li>2. Bachelor's Degree or higher from an accredited educational institution.</li> <li>3. Successful experience as a teacher.</li> <li>4. Commitment to meeting the learning needs of all students.</li> <li>5. Good health, high moral character, and good attendance record.</li> <li>6. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Implement the District's philosophy of education and instructional program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. Follow and implement prescribed state standards, District curriculum guides, and approved courses of study.</li> <li>3. * Coordinate identification, selection, placement, and guidance services for gifted children.</li> <li>4. Assist with the administration of the District testing program.</li> <li>5. * Diagnose the learning needs and challenges of students on an ongoing basis and focus instruction to address their identified needs.</li> <li>6. *Instruct students in assigned academic content/subject enabling them to meet established curricular objectives and IEP objectives.</li> <li>7. Employ a variety of instructional techniques, technology, and media, consistent with the District's approved instructional program, physical limitations of the facility, and the needs and capabilities of the</li> </ol>	

individuals or student groups involved

8. \* Plan for instruction using written lesson plans that reflect the District's adopted courses of study.
9. Assess student performance on an ongoing basis and report student progress to parents/legal guardians using methods approved by the District.
10. Collect and analyze student and program data to enhance student performance, to expand program options, and to improve District programs.
11. Consult with school staff regarding student referrals and identification, instructional strategies and resources, student progress, school programs, and related issues in meeting the needs of gifted students.
12. Provide professional development and training for District staff regarding gifted programming, available resources, and differentiated instruction.
13. Coordinate direct services activities for identified students that may include mentorship programs, advanced course work, special topic seminars, independent study, and interdisciplinary curriculum initiatives.
14. Work in conjunction with District staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
15. Respect the diversity of students' culture, language skills, and experiences.
16. \* Maintain organization, control of student behavior and discipline, and a positive learning environment.
17. Create a learning environment that is physically and emotionally safe.
18. \* Collect necessary data, maintain records, and submit reports for services provided to students as required by law, the Ohio Department of Education, the United States Department of Education, District policy, and administrative guidelines, as assigned.
19. Motivate students to work productively and to take responsibility for their own learning.
20. Maintain a learning environment that is conducive to learning and appropriate to the maturity and interests of the students.
21. Establish and maintain positive relationships with students, parents, and community.
22. Communicate and collaborate effectively with parents/guardians, other teachers, administrators, school/District staff, and other agencies serving students.
23. Serve as liaison with school personnel, parents, community representatives, and community resources such as colleges and universities, business/industry/cultural institutions, and other interested publics.
24. \* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
25. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
26. Respond to specific requests from the Principal/Director on matters affecting the program and building operation.

#### **Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, mathematics initiatives, Operating Standards for Ohio Schools, and instruction-related matters.
4. Perform other duties related to the teacher's role as assigned.

#### **Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.