

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Gifted Teacher

**Terms of Employment:** 9-month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Director, Special Services

**Brief Description of Position:**

Under the general direction of the Director, Special Services, the Gifted Teacher will be responsible for creating a program and class environment favorable to learning and personal growth of gifted students.

**Required Qualifications:**

- Bachelor's degree in Education or related field.
- Valid Missouri Teaching Certificate in Gifted Certification (K-12)
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management
- Demonstrate the ability to work with diverse and multi-cultural populations
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities

**Essential Duties and Responsibilities:**

- Designing or selecting appropriate instructional modifications for gifted students and coordinating these activities with other teachers as appropriate.
- Preparing lesson plans, activities, and materials for each group of students.
- Developing and monitoring the modified strategies for the students in coordination with the regular teachers as appropriate.
- Assigns tasks that are intellectually challenging to students.
- Provides effective instruction to students consistent with District Goals and Objectives.
- Develops procedures for assessing and evaluating student progress on stated objectives
- Cooperating with school personnel in coordinating gifted services within the school.
- Conferring with regular education teachers as requested concerning any educational student needs.
- Providing specialized instructional techniques through individual or group sessions designed to meet the educational needs of students.
- Working to establish and maintain open lines of communication with students and their parents concerning the broad academic and behavioral progress of all assigned students.

- Completing progress reports on each student as needed.
- Perform other duties as assigned by the Director of Special Services or Superintendent.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resource Coordinator

Revised: August 1, 2013