

AIG Elementary Teacher

Job Description

Reports To: Principal

Qualifications: Valid North Carolina Teaching License with AIG add-on licensure, as issued by the N.C. DPI
Relevant experience in elementary education
Exhibits expertise and leadership in curriculum, instruction, intervention, and acceleration with academically and intellectually gifted elementary students

Purpose: The AIG program requires personnel with outstanding professional standards. Because of the nature of our students, the teacher must be an encourager as well as one who appropriately challenges. The role of the AIG teacher is to be an astute listener, keen observer and discerning decision-maker. An openness to learn and flexibility to stretch one's thinking creates a desired atmosphere for professional growth.

AIG teachers are expected to behave in a professional manner, exhibiting the following characteristics: punctuality, exceptional attendance, dressing appropriately, and establishing/maintaining positive rapport with teachers, administrators, instructional assistants, and parents. It is crucial that teachers are organized, prepared for lessons, and monitor time with students. Time-on-task is best taught to students when it is modeled by teachers. When the schedule is altered due to school activities, teachers should adapt their schedule to meet the needs of their students to maximize instructional time. Teacher assignment may change yearly.

Duties and Responsibilities:

- Advocates for gifted students, parents, regular education teachers, and administrators
- Implements district AIG plan
- Assists with planning, developing, coordinating and monitoring the school level AIG Program
- Works with principal in assigning AIG students to classes as needed
- Provides professional development in differentiation as appropriate
- Coordinates and administers the CogAT, ITBS, OLSAT Stanford and assessments following all administration procedures
- Interprets norm referenced test results to administrators, teachers, parents and guardians
- Follows procedures for identification and service requirements
- Maintains confidential AIG records as required for compliance
- Participates in the implementation of initiatives to improve the education of students within the school.
- Contributes to assessment wall/data conversations and PLC's using current student data.
- Evaluates and monitors the performance of students attending AIG classes
- Serves as a liaison between the AIG Program and school staff
- Maintains ongoing, frequent assistance to regular education teachers including planning, modeling, problem-solving, and instructional innovations for AIG students

- Analyzes, interprets, and assists staff in using test data. Utilize formal and informal data to target instruction—using EVAAS data
- Coordinates AIG instructional resources to enhance student learning
- Assists students in developing critical-thinking, cooperative, leadership, and problem-solving skills
- Provides students with specific feedback of a positive nature and sustaining feedback by prompting, modeling, or using language that is explicit and constructive
- Communicates AIG instructional program and information to school staff, parents, and community members
- Conferences with professional staff and parents/guardians of AIG students as needed
- Consults with K-2 teachers as needed and facilitates identification process for potentially very strong students in English Language Arts and/or mathematics
- Attends district AIG professional development and monthly meetings with AIG Lead Teacher
- Keeps abreast of current research including 21st Century skills and knowledge to develop expertise of reading and math
- Carries out non-instructional duties as assigned and/or as need is perceived
- Provides support to AIG Program as needed.

Terms of Employment

This position is 10 months.

7/2010