



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Academically and Intellectually Gifted (AIG) Teacher
SCHOOL/DEPARTMENT	Assigned school
SALARY	Teacher salary schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Principal
SUPERVISES	Students
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The school AIG Teacher performs a variety of tasks to provide appropriate direct services for Academically and Intellectually Gifted students in Orange County Schools. This position includes record keeping assistance related to the district's plan for Academically and Intellectually Gifted students. The AIG Teacher attends staff development to maintain a rigorous curriculum. S/he serves as a direct link of communication with administrators, staff, parents and the community. The AIG Teacher is also responsible for direct services to Academically and Intellectually Gifted students and for collaboration with school staff members to foster the potential of other high performing students. Work requires the use of technology along with the most current teaching practices available.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of programs available for AIG students and how to provide them

- Thorough knowledge of means of assessing students to ensure qualification for AIG focused instruction
- Comprehensive knowledge of current trends, research and information pertaining to the education of students classified as AIG
- Comprehensive knowledge of statistical and psychological analysis and data used for identifying AIG students
- Thorough knowledge of pedagogical and instructional methods for engaging AIG students allowing them to push their potential for academic growth
- Ability to work with classroom and specialized teachers to engage AIG students in fulfilling educational challenges and experiences
- Thorough knowledge of NC Standard Course of Study and Common Core Standards
- Demonstrated ability to work collaboratively with administrators, teachers, parents and community members
- Demonstrated ability to develop, implement and maintain a challenging curriculum appropriate for gifted students
- Ability to communicate effectively orally and in writing
- Ability to skillfully communicate with parents who may be dissatisfied with AIG testing results of their children
- Thorough knowledge of FERPA and other student confidentiality regulations and laws

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in education, specialized education dealing with academically and intellectually gifted students, psychology, or relevant field
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Certification 88087 for Academically and Intellectually Gifted Exceptional Students
- Valid NC Certification as a classroom teacher in any educational area
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree or higher from an accredited institution in AIG, Education, School Administration, Psychology, or related area
- Five (5) to seven (7) years serving as a public school teacher in any area with at least three (3) years focused on AIG Curriculum integration
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide direct services to eligible students
2. Assist with record keeping related to district's plan for Academically and Intellectually Gifted students including identification, testing, placement and annual reviews

3. Help regular classroom teachers develop instructional plans and activities for gifted students in their classrooms
4. Serve as a resource to the regular classroom teacher
5. Chair the committee for Academically and Intellectually Gifted
6. Meet regularly with teams and/or classroom teachers to share materials and ideas and to review progress of specific students
7. Help develop, implement, coordinate and maintain enrichment activities
8. Help individual students select appropriate topics for independent investigation and monitor their progress
9. Conduct individual or small group conferences with students as needed
10. Encourage and enlighten student awareness of opportunities outside of the regular curriculum
11. Help disseminate information about the AIG program to parents and the community
12. Meet with individual parents and parent groups as requested
13. Work to ensure continuity of services for all grades K-12
14. Assist with the evaluation of the Plan for Academically and Intellectually Gifted
15. Maintain a record of all services provided to students during the school year
16. Assist with identifying, designing and implementing programs to discover and nurture academic potential for under-served populations
17. Monitor and review student performance, providing feedback to parents, administration and teachers
18. Assist with the creation and implementation of curricular experiences appropriate for gifted education
19. Sets achievement goals based on sub-group data
20. Attend workshops and conferences related to current trends and information pertaining to AIG programs
21. Help locate mentors and resources to support the AIG program
22. Provide demonstration lessons on a limited basis, as needed
23. Perform other duties as assigned by the Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>

The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*