Purpose Statement
The job of Gifted Resource Teacher is done for the purpose/s of providing support and expertise to the instructional process by serving as a gifted high school teacher with specific responsibility for developing student success in language arts, mathematics, science, developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines; supervising students within the classroom and other assigned areas; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents and/or legal guardians regarding instructional program and student progress.

This job reports to Principal - High School

Essential Functions
- Administers subject specific assessments, district and/or state tests (e.g. MAP, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations and student achievement; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Analyzes test data and plans instructional responses for the purpose of enhancing student achievement.
- Assesses student progress towards objectives, expectations and/or goals for the purpose of providing feedback to students, parents, administration, and/or seeking the assistance of district specialists.
- Assists with college and career research and selection, admissions procedures, scholarship applications, and recommendation letters for the purpose of assisting students in applying to post-secondary institutions or career fields.
- Collaborates with professional learning communities, instructional staff, other school personnel, parents, business partners, and a variety of community resources for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Collaborates with content area teachers for the purpose of differentiating instructional materials that address individualized learning to increase student achievement, and incorporate technology and educational initiatives to improve the learning environment.
- Conducts regular meetings with students identified as gifted for the purpose of monitoring progress, discussing concerns, and providing coaching to ensure positive outcomes.
- Coordinates regularly with the Gifted Process and Testing Coordinator, school counselors, and pre-collegiate partners throughout the district for the purpose of sharing information.
- Coordinates job shadowing and mentoring opportunities for the purpose of ensuring a successful learning experience.
- Counsels students for the purpose of improving performance and problem solving techniques.
Directs para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

Interacts continually with students for the purpose of educating them.

Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. grades, test scores, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Manages student behavior for the purpose of creating a safe and caring environment throughout all facets of the school program.

Monitors students in a variety of educational environments (e.g. classroom, campus grounds, field trips, clubs, athletic/activity events, graduation, dances, etc.) for the purpose of providing a safe and positive learning environment.

Participates in a variety of meetings (e.g. PLC, staff, SAP, department, faculty, conference periods, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, lesson plans, progress reports, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Promotes and attends, as needed, college and career opportunities (e.g. career fairs, college admissions events, summer programs, parent meetings, etc.) for the purpose of enhancing participation.

Provides instruction of individuals and small groups of identified gifted students for the purpose of improving their academic success and supporting their social/emotional needs.

Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code and school policies.

Researches extended learning opportunities for gifted students for the purpose of connecting students with options in their areas of interest and talent.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Responds to inquiries from a variety of sources (e.g. students, teachers, parents, administrators, businesses, etc.) for the purpose of resolving issues, providing information, and/or direction.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific
knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate
codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child
development; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify
data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of
circumstances; work with data utilizing defined but different processes; and operate equipment using standardized
methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety
of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create
action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem
solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the
functions of the job include: establishing and maintaining constructive relationships; adapting to changing work
priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing
other persons within a small work unit; operating within a defined budget. Utilization of resources from other work
units is often required to perform the job's functions. There is some opportunity to significantly impact the
organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands:
occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and
significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, 50% standing. This job is
performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency: 

Required Testing Certificates and Licenses
None Specified Missouri State Teaching Certificate

Continuing Educ. / Training Gifted Teaching Certificate

Clearances
Units of Continuing Education Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 3/9/2022 Certificated

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential
functions of each position are articulated in order to create a clear understanding of job expectations for the
incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees
may be enhanced.