



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Elementary/Middle Gifted Enrichment Specialist
<b><i>Payroll/Personnel Type:</i></b>	10 Month
<b><i>Reports to:</i></b>	Building Principal

**Position Summary:**

The primary responsibility of the Gifted & Talented/Enrichment/Resource Teacher is to develop and implement a continuum of services for elementary students that provides opportunities for students to develop intellectual, artistic, creative, and leadership abilities at high levels. Within the Gifted & Talented/Enrichment/Resource program, targeted services will be offered to students who demonstrate high ability and students who have been previously underserved. The Elementary/Middle Gifted Enrichment Specialist will incorporate beneficial instructional strategies for learning that are suggested by brain-based research. The person in this position will also support classroom teachers' planning for enrichment and differentiation.

**Essential Functions:**

- Develops program objectives, enrichment units and process curricula for Gifted Program.
- Creates lesson plans, which include how lesson objectives will be taught through individual and small group activities.
- Serves as a resource person in enrichment, differentiation and resource gifted education for building level personnel.
- Provides all students with opportunities for interaction with community, state and national resources.
- Monitors student's progress, keeps appropriate records, and prepares reports on a regular basis. i.e. monthly gifted newsletter for staff and parents
- Communicates with students, parents, regular classroom teachers and administrators through conferences and other means to discuss student's progress and interpret the gifted program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, and learning problems.
- Maintains professional competence through professional development activities provided by the district and/or self-selected professional growth activities.
- Selects equipment and instructional materials; maintains required inventory records.
- Employs a variety of instructional techniques, strategies, and media, consistent with capabilities of the individuals or student group involved.
- Maintains accurate, complete and correct records as required by law, district policy administrative regulations and gifted program plan.
- Assigns tasks that are intellectually challenging to all students assigned
- Demonstrates a commitment to personal professional growth
- Demonstrates effective interpersonal communication skills
- Demonstrate high standards of professionalism and ethics
- Assist in upholding and enforcing school rules, administrative regulations and Board policies
- Perform other task as assigned by building principal

**Experience:**

- Success record working with an undeserved population
- Collaborating with community agencies
- Serving effectively in a collaborative team setting



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**Education:**

- Master's Degree or higher
- Must possess a valid/current Missouri Teaching Certificate
- Certification in Gifted Education
- Certification in Elementary Education
- Middle School Mathematics or Communication Arts Certification recommended but not required (must hold some type of Middle School certification for Middle School position)

**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement.
- Demonstrate organizational skills related to all Essential Functions listed above.
- Provide differentiated (different from regular classroom) experiences for students identified as being superior in general intellectual ability and students who have been previously underserved.
- Provide an atmosphere for students where they can gain confidence in the validity of their gifts and talents.
- Incorporate beneficial instructional strategies for learning that are suggested by brain-based research.
- Ability to work with students in a highly diverse urban setting.
- Ability to communicate effectively with students, parents, and colleagues.

**Physical Requirements:**

- Ability to occasionally reach below knees, waist to knee, waist to chest, chest to shoulder and above shoulder
- Ability to occasionally pull, lift, carry and push 15 pounds
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus
- The demands of an extended workday require a high level of physical endurance

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

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**Review/Approvals:**

Employee	Date
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Immediate Supervisor	Date
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Human Resources
Date

*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*