

## **Job Description**

**POSITION:** Elementary Math Enrichment Specialist

**REPORTS TO:** Elementary School Principal

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### **Work Purpose:**

- Engage 1<sup>st</sup> – 5<sup>th</sup> grade identified gifted and talented students in appropriate learning experiences that develop potential and lead to advanced academic achievement and provide additional services, as needed.
- Work in collaboration with principals and teachers to provide supplemental support aimed at advancing student achievement for identified gifted and talented students through staff development, instructional planning, and classroom support for teachers through both a pull-out and push-in program.

### **Major Responsibilities and Duties**

- Work with the Student Support Services and Student Assessment Coordinators within the Teaching, Learning and Innovation Department to support the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.
- Develop and implement lesson plans, activities and projects that fulfill the requirements of the gifted and talented program.
- Conduct student assessments to monitor gifted and talent student progress and use traceable data to respond and plan student's differentiation and/or extension needs.
- Communicate on a regular basis with principals and with parents of the students enrolled.

### **Qualifications & Requirements**

- Bachelor's degree from accredited University
- 10 years experience as a classroom teacher of gifted and talented students
- Knowledge of the educational needs of gifted and talented students
- Ability to use open-ended and problem-solving approaches of instruction
- Flexibility and confidence in working with gifted students, their parents, homeroom teachers
- Knowledge of assessment principals and design, ability to interpret data
- Strong organizational, interpersonal and intercultural communication skills
- Fluent in communicating in English