

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Gifted Specialist / PACE	Wage/Hour Status:	Exempt
Reports To:	Building Principal	Pay Range:	820_830
Dept./School:	Campus	Date Revised:	11/19/18

Primary Purpose:

Implement gifted/advanced academic curriculum to positively influence student achievement and act as a resource for campus staff and community for gifted and high ability learners.

Qualifications:

Education/Certification:

Master's Degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

- Texas Gifted Supplemental Certificate (preferred)

Note:

A minimum of thirty (30) clock hours of professional development related to gifted/talented students is required for teachers who provide gifted/talented services. Teachers are required to have completed the thirty (30) hours of professional development prior to their assignment to the district's gifted/talented services (19 TAC §89.2(1)).

Teachers without required training who are assigned to provide instruction and services that are part of the district's defined gifted/talented services are required to complete the thirty (30) hour training within one semester (19 TAC §89.2(2))

Special Knowledge/Skills:

Demonstrate a working knowledge of advanced academics/gifted curriculum, instruction, data interpretation, and technology integration

Ability to plan, monitor, and evaluate outcomes of differentiated instruction specific to gifted and high ability learners

Ability to support and coach staff on topics related to gifted and high ability learners

Demonstrate strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years of teaching experience working with gifted students (preferred)

Major Responsibilities and Duties:

Identify students who require advanced academic/gifted services

Maintain campus assessment records for students tested for gifted services

Monitor progress and achievement data for students served

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Facilitate, implement and coordinate the campus PACE Program

Assist classroom teachers with student data analysis

Support classroom teachers on behalf of students qualifying for testing and high ability students requiring advanced enrichment services

Attend and participate in district and campus training sessions, committee meetings, and work sessions as required to support the PACE program and the needs of high ability students

Monitor professional research and disseminate ideas and information to other professionals, and provide leadership in identifying trends and opportunities, as well as solve problems related to instruction

Assist in clarifying and pursuing a common vision for district and campus improvement

Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/19/18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position. My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____