



Annandale Public School District 876

JOB DESCRIPTION

Position Title:
High Potential Teacher

Department:

Unit:

Immediate Supervisor:
Building Principal

Grade Placement:
Annandale Education Association Master Agreement

FLSA Status:
Exempt

Job Summary:

The High Potential Teacher is responsible for overseeing the HP programming for the district. This position is in charge of the identification of students placed in all, FOCUS, High Potential and Accelerated programs. The High Potential Teacher is responsible for the curriculum and assessment in HP programs in grades K - 12, primarily in the core contents areas of math and literacy. The High Potential Teacher is responsible for the planning and creating of the curriculum and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Curriculum Planning and Instruction for HP classes and groups
 - a. Plan and implement curriculum for 3rd, 4th and 5th grade FOCUS groups
 - b. Plan and implement curriculum for 6th grade Accelerated Math
 - c. Provides direct service to HP students consistently throughout their K-12 school years to meet intellectual, social and emotional needs
 - d. Collaborates with Teachers of advanced courses to enhance instructional practice and understanding student need
 - e. Consults with other high potential teachers and building administrators to review the program, curriculum and student concerns
 - f. Oversees advanced programming for students who need “beyond grade level” coursework to grow
 - g. Contributes to the evaluation of advanced learning and programming
 - h. Provides individualized enrichment opportunities for students as needed
 - i. Develops and implements units of study for the direct-service of high performing students in accordance with advanced learning mission, vision, and scope and sequence
2. Plan and Implement Academic Competitions and Experiences
 - a. Will lead experiences such as Spelling Bee, Math Masters, Geography Bee, Math Team, Knowledge Bowl, Continental Math League, and others as appropriate.
 - b. Coordinate student experiences to science and writing conferences annually
 - c. Assists in the development of high rigor classroom learning experiences and assessments.
3. Plan and Coordinate Independent Studies for HP students when appropriate
4. Student Assessment for HP Programming
 - a. Responsible for scheduling, administering and norming all the assessments used in placing students in various HP experiences
 - b. Administers proper age level assessment instruments
 - c. Participates in advanced course placement processes as assigned
 - d. Communicate all test results with parents, staff and students

- e. Update the district HP placement policy
- 5. Communicates regularly with parents regarding student progress and development through newsletters, phone calls, emails and conferences
- 6. Participates in a professional learning community on a regular basis
- 7. Develops and implements units of study for the direct-service of high performing students in accordance with advanced learning mission, vision, and scope and sequence
- 8. Plans and coordinates the work of paraprofessionals and volunteers
- 9. Collaborates in a fast-paced environment interacting with students, staff, administrators, parents, and the community with multiple requests and concerns
- 10. Maintains and improves professional skills by participating in building and department meetings, formal coursework, workshops, and seminars in an effort to stay current with best high performing teaching practices
- 11. District representative for Northwest Talent Academy (NWTa)
- 12. Supports and communicates with administrators and staff
- 13. Knows, interprets, and follows School District policies
- 14. Performs other duties as as assigned

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree with a major in Education and focus in specialty area
- Successful completion of student teaching experience

License/Certification Requirements:

- Teaching License: Elem Elementary Education or Math 6-8
- Gifted and Talented Certificate recommended

Knowledge required to perform the essential functions of the job:

- Knowledge of Math Standards for grades 3rd - 8th and curriculum used at each grade level
- Knowledge of testing data and interpreting results
- Knowledge of Science and Math standards for grades 7th and 8th for developing STEM curriculum
- Knowledge of scoring and norming student assessments. Specifically the CogAt, ITBS and the Iowa Acceleration Scale
- Knowledge of gifted students' academic and social needs.
- Knowledge of resources and options available to GT students and their families
- Knowledge of intervention and enrichment strategies
- Knowledge of Gifted and Talented Policy and Best Practice

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved district curriculum and MN standards.
- Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs.

- Presentation skills; leading and facilitating group activities and discussions.
- Using a variety of instructional aids and technologies.
- Classroom management techniques and functions.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects