



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Elementary Gifted and Talented Teacher

**QUALIFICATIONS:** Elementary School Teacher Certification in Grades K - 5, Gifted Teacher Certification preferred

**PRIMARY FUNCTION:** The Elementary Gifted and Talented Teacher is responsible for organizing, implementing, and supporting modified instructional strategies to meet the needs of learners who have been identified, using multiple measures, with an intersection of gifted behaviors: above average ability, task commitment, and creativity.

**REPORTS TO:** Elementary School Building Principals

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### A. Provides planning in the:

1. Designing and selecting appropriate instructional modifications for students at the intersection of gifted behaviors and coordinates these activities with other teachers as appropriate.
2. Working in coordination with other teachers in planning and developing the program.
3. Continuing professional growth through reading professional literature, attending learning meetings, visiting related facilities, and exchanging ideas among the district staff.

#### B. Programming

1. Develops classroom enrichment programming for identified students.
2. Provides direct services to students.
3. Assists administration and staff to create necessary flexibility in scheduling.
4. Provides materials and information to help create an environment that provides options for students at the intersection of gifted behaviors.
5. Develops and implements consistent programming at the building level and between the three elementary schools.
6. Collaborates with classroom teachers to assist in differentiating curriculum.
7. Performs other duties as assigned.

#### C. Public Relations

1. Completes progress reports for each student as needed.
2. Completes reports for appropriate local and state educational agencies.
3. Refers those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.



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4. Documenting ongoing consultation with subject education teachers and maintains a record of modified instructional strategies and results for each student where appropriate.
5. Attends and participates in faculty department and professional development meetings including the Local Professional Development Committee (LPDC).
6. Provides staff development opportunities.
7. Communicates with parents, teachers, and students on a regular basis, including hosting informational discussion meetings at the building level.

**TERMS OF EMPLOYMENT:** 10 - month position. Salary in accordance with Haddonfield Education Association Contract

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**BENEFITS:** Benefits are available to full-time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: