

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Gifted and Enrichment Specialist

Supervisor: Director of Elementary
Education

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License including Gifted Education Teacher Endorsement or relevant experience and enrolled in a program for the Gifted Education Teacher Endorsement.
2. At least five years successful classroom teaching experience at the elementary level.
3. Experience supporting teachers in gifted research and techniques preferred.

Terms of Employment:

- Nine (9) month Teacher Contract
- May require organizational and professional development meetings

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Develop and administer the assessment plan to identify high achieving and gifted learners.
2. Actively participate in building MTSS process.
3. Model/facilitate push in and/or pull out enrichment to students identified through MTSS process to be gifted and high achievers as needed.
4. Provide professional development and support for teachers on curriculum development and instructional strategies for gifted and high achieving students.
5. Work with staff and building administrators to enhance vertical articulation, continuity, and effectiveness of enrichment instruction for gifted and high achieving students.
6. Compile reports as needed.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.