

Comal ISD Job Description**GT Facilitator (Elementary)**Rev. 11/13/09

Job Title: GT Facilitator (Elementary)**Wage/Hour Status:** Exempt**Reports to:****Pay Grade:** Teacher Scale**Dept/School:** Assigned Campus**Days:****Date Revised:** 11/13/2009**Job Code:** 5000**Primary Purpose:**

The GT Facilitator is responsible for the identification / screening of all students on their assigned campus(es) as per the Texas State Mandate for Gifted and Talented Students. GT Facilitators will then provide appropriately challenging experiences for every identified gifted (SAGE) student on their campus(es) and for students who show promise of being identified (Challenge/Guest Program). The instruction will be direct, outside the regular classroom, and include teaching and learning processes within a positive learning environment. Social and emotional issues will be addressed. The GT Facilitator will help parents and students learn and understand the cognitive and affective responsibilities of being gifted, and the GT Facilitator will act as a liaison between the parents / students and the teachers / staffs / administrators.

Education / Certification:

1. Teacher certification for the appropriate level as required by the state of Texas.
2. 30 hours Basic GT Training as required by state law, and 6 hour up-dates yearly.

Special Knowledge / Skills:

1. Working knowledge of GT curriculum principals and strategies.
2. Effective communication skills / collaborative working style.
3. Expertise in effective GT teaching practices.

Experience / Other Requirements:**Major Responsibilities and Duties:****SAGE Program Improvement**

1. Arrange with campus faculty and staff to pull identified GT students (SAGE students) for at least one period a week per grade level for instruction in higher order thinking skills.
2. Provide direct GT instruction to SAGE students grades 1st through 5th grades and meet with all kindergarten students in introductory sessions at the beginning of the year.
3. Make arrangements with kinder teachers to come in to the kinder classrooms over the course of the first semester to conduct and collect portfolio lessons. There will be three portfolio lessons presented and collected by the GT Facilitator.

4. Design and teach units for GT instruction appropriate for SAGE students, using research and published teaching methods and complying with, and aligned with, the District SAGE Scope and Sequence.
5. Receive and distribute GT materials, handouts, training announcements, GT parent advisory announcements and newsletters to SAGE students and teachers.
6. Respond to inquires regarding the SAGE program.
7. Schedule appointments to meet with GT/SAGE parents or students as requested or as needed for students on assigned campuses.
8. Provide assistance / resources to teachers who have identified students in their classrooms. Be available to discuss questions, problems and / or student difficulties and work to resolve, answer or forward them to the Advanced Academic Coordinator.
9. Work with teachers and administrators on acquiring and collecting required certificates, and providing information regarding future GT professional development opportunities.
10. Distribute SAGE Progress Reports at each semester end. One copy goes home, and a copy will go in the file of each identified student on each campus.
11. Maintain good relations with principals and staff members of each campus assigned by participating in committees, helping in the Campus Improvement Plan, and other duties as assigned.
12. Assist classroom teachers to modify their content, process, and products for identified students, including helping them to utilize strategies such as flexible grouping, compacting curriculum, and adding depth and complexity as required by the State Plan for Gifted Students.

Administration and Fiscal / Facilities Management

13. Maintain accurate, complete, and secure records as required by law.
14. Provide Advanced Academic Coordinator and campus Principal(s) with schedule of instruction within the first three weeks of school and inform if any changes are made.
15. Assist each campus to add and delete students from PEIMS and monitor periodically to make sure it is accurate.
16. Assist in upholding and enforcing school rules, administrative regulations, Board Policy, and The State Plan for Gifted Students.

Professional Growth and Development

17. Accept responsibility for professional growth requirements in the appropriate areas and complete updated GT workshops, conferences, and / or advanced work.
18. Facilitators are encouraged to obtain the GT State Certification.
19. Facilitators will be encouraged to present periodically at the state conference for gifted (TAGT).

GT Student Nominations, Screening, and Identification Process:

20. GT Facilitators will organize, monitor the identification and screening process for assigned campuses:

- 21. Analyze student profile scores and present them to the selection committee, advocating for those qualified students from the campus(es) each facilitator represents.
- 22. Create a campus selection committee for each campus assigned to make decisions regarding transfer students, furloughs, exits, and growth contracts.
- 23. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
- 24. Perform other duties as assigned.

Supervisory Responsibilities:

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____