



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Gifted & Talented Teacher/Coordinator

Category: Half-time

Division: Educational support and ESL

Reports to: Educational Support Director

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, staff and faculty members at GIS will be expected to:

- Support GIS's Statement of Faith, Statement of Unity, Statement of Christian Conduct, Philosophy of Education, Abuse and Neglect, and all other written policies.
- Abide by the decisions of the Board of Trustees and the administration.
- Abide by the established curriculum and if change is needed or desired, submit recommendations to the appropriate authority.
- Refrain from discrediting the ability or conduct of other staff or administrative personnel and seek to support one another in all issues.
- Keep all matters regarding a student confidential outside of relevant teacher-teacher or parent-teacher conferences and then share only as is needed to help the student.
- Be familiar with and abide by the Staff Handbook.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

PURPOSE

Provide gifted students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, spiritual, and social growth. Develop curriculum for groups and assist classroom teachers in extending curriculum according to ability levels.

QUALIFICATIONS

Education/Certification:

- Bachelor's degree from an accredited university
- Valid teaching certificate, ideally with required special education endorsements for assignments
- A passion for working with gifted students

Experience:

- At least one year of student teaching or approved internship with gifted students

January 2014

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

WWW.GISTHAILAND.ORG



DESCRIPTION OF RESPONSIBILITIES

Instructional Strategies

- Collaborate with students, parents, and staff to compile individual information logs on gifted students to assist classroom teachers to meet needs more effectively.
- Design and where appropriate, implement a program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that nurture the giftedness of individual students assigned.
- Work cooperatively with classroom teachers to extend/expand regular curricula as needed.
- Conduct assessment of student learning styles and use results for instructional activities.
- Use technologies in the teaching/learning process.

Student Growth & Development

- Assist in the maintenance and confidentiality of student records.
- Appropriately assess student achievement through observation and formal and informal testing.

Classroom Management and Organization

- Present a positive role model for students that supports the mission of the school.
- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- Manage student behavior and administer discipline including crises intervention of students according to Grace Accommodation Plan.
- Consult with regular classroom teachers regarding management of student behavior.

Communication

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.
- Establish and maintain open lines of communication with students and their parents on a consistent basis.
- Maintain a professional relationship with all colleagues, students, parents, and community members. This includes attendance at parent support and parent education meetings as appropriate.
- Participate in special needs staff meetings on a regular basis.

Personal Growth & Development

- Use acceptable communication skills to present information accurately and clearly.
- Participate in the school staff development program as outlined for halftime staff.
- Demonstrate interest and initiative in professional improvement.
- Demonstrate behavior that is professional, ethical, and responsible.

Policy Implementation

- Keep informed of and comply with school regulations and policies for special education teachers.
- Compile, maintain, and file all reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.