

Laramie County School District #2
Fall 2005

- Title:** High Ability Learning Teacher
- Qualifications:** Wyoming Teaching certification appropriate for grade level of program.
Knowledge of gifted/talented instructional practices
- Terms of Employment:**
1. Teacher days according to district guidelines.
 2. Designated by contract.
 3. Certified Salary schedule.
- Reports to:** Principal and Director of Special Services
- Essential Functions:**
1. Solicit and/or receive student referrals from classroom teachers.
 2. Coordinate placement process and paperwork.
 3. Coordinate with Diagnostician the testing of referred High Ability students.
 4. Communicate with parents as to the process, content for testing, permission to participate and other notifications.
 5. Create schedule at each assigned school for High Ability services.
 6. Write lesson plans, create units and teach High Ability classes (cross curricular).
 7. Consult with regular classroom teachers and give support where needed.
 8. Participate in parent teacher conferences.
 9. Send out quarterly progress reports for all students in the High Ability Learners program.
 10. Attend staff meetings in buildings, when appropriate.
 11. Maintain test score files for HAL program.
 12. Send quarterly newsletter to parents
 13. Develop higher order thinking skills in students.
 14. Diagnoses, instructs and evaluates specific students' needs and seeks assistance of classroom teachers or other specialists as needed.
 15. Communicates aims/objectives to students in a well-planned, organized manner in clear, concise terms.
 16. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal social adjustment, decision making, and other life skills.

17. Maintains accurate complete, legible and correct records as required by law, LCSD #2 policy, and administrative regulation.
18. Participates in professional development activities to improve knowledge and skills.
19. Perform other duties as assigned by director.