

**Geneseo CUSD 228**  
**JOB DESCRIPTION**

TITLE: After School TAG Service Provider

REPORTS TO: Principal

MINIMUM QUALIFICATIONS: Illinois Teacher Certificate – Type 03 or 09 or 10 preferred

CLASSIFICATION: ESP

WORK YEAR: PT

SALARY: \$22.50 per hour

EVALUATOR: Principal

**BASIC FUNCTION**

The gifted and talented Service Provider shall coordinate and provide for a systematic and continuous program which will increase the Geneseo School District's effectiveness in meeting the needs of gifted and talented students.

**KNOWLEDGE AND ABILITIES**

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

**DUTIES AND RESPONSIBILITIES**

- 1 Provide Direct Instruction to students in the upper elementary grades identified as gifted.
- 2 Develops, implements a flexible, curriculum-based, enrichment program designed to meet the gifted pupils academic needs while nurturing collaboration through group interaction.
- 3 Creates an environment in which the gifted can use their strengths, safely explore new areas of thought and action, and feel intellectually challenged while developing personal and interpersonal skills.
- 4 Communicate to the building principal any enrichment resource student or program concerns.
- 5 Communicate to parents regarding gifted and talented programming for students.
- 6 Order, organize and disseminate materials that can be appropriately used with gifted students.
- 7 Assess the accomplishments of students on a regular basis and provide progress as necessary.

**Relationships**

1. Teacher-student
  - a. Create and maintain an active, responsive climate for learning through positive teacher-student rapport
  - b. Develop consistent positive classroom management and working arrangement with students
2. Teacher-parent
  - a. Communicate with parents through a variety of means
  - b. Utilize a variety of methods to communicate with parents including parent conferences
3. Teacher-community
  - a. Responsible for presenting a positive teacher image to community

**Professional Growth, Adaptability, Ethics and Responsibilities**

1. Adaptability
  - a. Ability to accept changes in assignment, programs and materials
  - b. Ability to adapt to different personalities in team teaching experiences
2. Ethics
  - a. Abide by the "Professional Conduct Bulletin" and all policies of the Board of Education of Geneseo CUSD 228

Approved by Superintendent and Board of Education

Date : September 12, 2013