

## **Grades 3-6 Enrichment and Accelerated Math**

Hired by: Lower School (LS) Principal  
Evaluated: Annually  
FLSA: Non-exempt

Reports to: LS Principal  
Schedule: 10 months  
Supervises: None

Assigned to the 3-6 building under the daily supervision of the LS Principal.

### **Professional Responsibilities (essential)**

- Coordinate the gifted learning program for grades 3-6 in conjunction with the office of Teaching and Learning
- Teach daily math to 6th grade students as a “pull-out” for accelerated instruction
- Identify students whose ability falls within the criteria for gifted identification at WCS
- Plan for and execute meaningful extension opportunities for students in grades 3-6
- Coordinate with classroom teachers to ensure that gifted learning is an extension of the aimed for learning outcomes of the typical classroom
- Communicate with families on gifted learning, including in-school opportunities as well as out of school opportunities
- Maintain adequate records of student plans and documentation
- Conduct “learning/project fairs” open to the broader community where gifted students share their research and work with one another and guests outside WCS
- Coordinate opportunities for engagement with the broader community where gifted students experience real-world learning
- Coordinate NUMATS qualifiers and the CTD program with Northwestern University

### **Professional Requirements**

- Bachelor’s degree in the appropriate field (Math Education or Gifted Education) preferred.
- State licensure
- Licensure in Gifted Education or an endorsement in Gifted Education (preferred).
- Willingness to pursue Gifted Endorsement (required)
- Strong oral and written communication skills
- Possess ability to use a variety of MS Office applications, including the school management software
- History of collaborative teaching (preferred)
- Experience with project based learning (preferred)
- Experience in multiple disciplines (preferred)

## **Physical Requirements**

| <b>WORKING ENVIRONMENT</b>       | <b>RARELY</b> | <b>OCCASIONAL</b> | <b>FREQUENT</b> | <b>DAILY</b> |
|----------------------------------|---------------|-------------------|-----------------|--------------|
| Outdoor Duty                     |               |                   |                 |              |
| Cold (50 deg. F or lower)        | X             |                   |                 |              |
| Heat (90 deg. F or higher)       | X             |                   |                 |              |
| Chemicals/Solvents               | X             | X                 |                 |              |
| High stress                      |               | X                 |                 |              |
| Interruptions                    |               |                   | X               |              |
| Climbing stairs                  |               | X                 |                 |              |
| Standing/Sitting/Walking/Bending |               |                   | X               |              |
| Pushing/Pulling                  | X             |                   |                 |              |
| Lifting/Lowering/Carrying        |               |                   |                 |              |
| Up to 20 lbs.                    |               |                   | X               |              |
| Up to 50 lbs.                    | X             |                   |                 |              |
| More than 50 lbs.                | X             |                   |                 |              |
| Telephone                        |               |                   |                 | X            |
| Computer/Printer                 |               |                   |                 | X            |
| Fax/Copier                       |               | X                 |                 |              |
| AV Equipment                     |               | X                 |                 |              |
| Summon emergency help            | X             |                   |                 |              |
| Apply First Aid/CPR              | X             |                   |                 |              |
| Driving                          | X             |                   |                 |              |

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date