

**Shell Knob School District**  
**Shell Knob, Missouri**

**Job Title:**                   **Accelerated Teacher/Coordinator**

**Qualifications:**       1.) Certification as an elementary teacher  
                                  2.) Such additional qualifications as the Board of Education may find appropriate

**Reports to:**               Principal

**Job Goal:**                To plan, implement, and evaluate an accelerated program for kindergarten through eighth grade.

**Performance Responsibilities:**

- 1.) The teacher is to provide a classroom environment and activities that challenge and interest the student.
- 2.) The teacher is to create and maintain an environment of cohesiveness with and among the regular classroom teachers in relation to the accelerated program.
- 3.) The teacher is to provide opportunities for accelerated students to participate in a variety of learning opportunities to meet their needs.
- 4.) The teacher is to assist in the development and implementation of the accelerated program's scope and sequence.
- 5.) The teacher is to provide students with information concerning the programs, workshops, and special opportunities available to accelerated students.
- 6.) The teacher is to work regularly with the professional development committee to increase awareness of the needs of the accelerated student.
- 7.) The teacher is to participate in conferences with parents involved in the program.
- 8.) The teacher is to supervise the ongoing identification process of accelerated students.
- 9.) The teacher is to conduct the annual evaluation of the program.
- 10.) The teacher is to plan the overall structure of the district's accelerated program in conjunction with teachers, administrators, and parents.
- 11.) The teacher is to compile screening and referral information regarding students and maintain records of identification and attendance from year to year.
- 12.) The teacher is to chair the selection committee for identification of students for the accelerated program.
- 13.) The teacher is to assist classroom teachers in providing educational materials and resources when requested.
- 14.) The teacher is to serve on administrative committees with general education responsibilities to provide advocacy for the accelerated learner.
- 15.) The teacher is to attend workshops and meetings to stay informed about current ideas and practices in gifted education.

- 16.) Beginning in the 1998-99 school year the teacher is to possess the ability to use his/her assigned computer and the following software programs:
- a.) District selected gradebook
  - b.) District selected e-mail
  - c.) District selected word processing
  - d.) District selected operating system
  - e.) District selected on-line reference