



POSITION TITLE: Teacher for Gifted Education
REPORT TO: Educational Services Manager
Contract Days: 101 Days
Contract Year: 2025/2026
Classification: Exempt
Salary Schedule: Licensed
Duty Station: Region 9 - Ruidoso

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required.
5. Attendance at mandatory REC9 or program meetings and professional development is required.
6. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
7. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
8. The ability to demonstrate flexibility in the performance of various job functions is required.
9. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
10. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
11. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
12. Manage the gifted caseload across Region 9 participating districts, including the development and execution of Individualized Education Plans.

Gifted Education Teacher Revised 7.2025

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13. Provide direct instruction to students identified as gifted.
14. Assist general education teachers with program development, including adaptation and modification of curriculum for students who are gifted.
15. Collaborate with Special Education Directors to implement gifted programming in alignment with gifted requirements, including for children who are twice exceptional.
16. Guide and support districts with Universal screening (Imesa, SCAs, Cogat) and data tracking.
17. Serve and support the Gifted Advisory Councils as needed and/or develop/and or participate in a regional advisory council.
18. Collaborate with district staff in the development of a Gifted Manual.
19. Serve on Gifted Evaluation Teams.
20. Assist districts in implementing evaluation processes to identify giftedness in the following areas:
 - i. IQ
 - ii. Leadership
 - iii. Artistic ability
 - iv. Creativity Divergent thinking
 - v. Problem Solving/ critical thinking
 - vi. Academic Achievement (aptitude)
21. Work with community members as needed to support children in leadership or artistic ability.
22. Participates in R9 meetings in-person or virtually as requested by the Director of Educational Services, Related Services Manager, Educational Services Manager, or Special Education Coordinator.
23. Document such meetings and compile, retain, and submit such documentation on professional development and coaching as needed.
24. Provides technical assistance, classroom modeling and coaching to teachers.
25. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
26. Attend state level meetings and professional development to stay current with the gifted requirements.

Qualifications

1. Bachelor's Degree required or Master's Degree or National Board Certification preferred from an Accredited University.
2. Level 2 Teaching Licensure, NM Public Education Department, with a Gifted endorsement preferred, or currently working toward receiving a Gifted endorsement, or willing to obtain a Gifted endorsement.
3. Experience and training in alternative assessment methods and/or willingness to be trained. (TAPAS, Gadsden Case Study Methodology)
4. Five years experience teaching gifted students, preferred..
5. Experience providing teaching staff professional development preferred.
6. Experience with computer word processing, databases, and spreadsheet applications.
7. Familiarity with technology including Google Suites for Education, Microsoft Word, Excel, PowerPoint.
8. Knowledge of MLSS and UDL preferred.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills.

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2. Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills.
3. Must exercise initiative and judgment in performing a job.
4. Superior problem solving and reasoning skills.
5. Exhibit writing ability appropriate for program practices, communication, reports, and records.
6. Demonstrate verbal communications to describe, explain, detail, and give instructions.
7. Must demonstrate accuracy and timeliness in completion of program activities.
8. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to education.
9. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.
10. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.
11. Valid NM driver's license and ability to provide own transportation for district and state-wide travel on a regular basis.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Demonstrate diverse use of technology related equipment and devices, including but not limited to, PC computers, a variety of conferencing equipment for use with delivering staff development topics and participating in meetings, the ability to navigate the internet and web related environments (including email and calendaring) and to use word-processing spreadsheet and presentation software.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Gifted education Teacher**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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