

**TITLE:** Elementary Teacher: SAGE Program

**DEPARTMENT:** Elementary School Education

**REPORTS TO:** Building Principal and the Director of Elementary Special Programs

**POSITION SUMMARY:** The SAGE Teacher provides learning opportunities and instruction to highly capable students in Grades K-5.

**ESSENTIAL FUNCTIONS:**

- Foster excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Administer student eligibility testing for the Highly Capable Program as assigned.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator. Provide evaluative feedback to students including prescribing ways to maintain progress and overcome difficulties.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Develop and provide challenging instruction, including supplemental, district-approved curricula, to highly capable students in grades K-5 with strong intellectual content and high academic expectations that reflect District program goals and curriculum.
- Provide materials to regular classroom teachers for highly capable students in the regular classroom.
- Provide enrichment opportunities for students as needed and/or requested by principal/program manager.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director of Elementary Special Programs regarding the SAGE program.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree, Master's degree, or Doctorate from an accredited college or university.

**EXPERIENCE:** Academic background and coursework in the discipline of the position to be filled. Successful teaching experience and effective work with gifted elementary school age students preferred.

**ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION**

**CERTIFICATES AND LICENSES:** Valid Washington State Teaching Certificate with the appropriate endorsement. Valid WA State Driver's License and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date

**CONTINUING EDUCATION/TRAINING:** That which is required to maintain current knowledge in this position

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date