

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Talented and Gifted Coordinator

QUALIFICATIONS: Valid Iowa Teacher's Certificate
Facilitation Skills
Knowledge and Experience w/Professional Development strategies
Strong technology background
TAG certification (preferable but not required)

REPORTS TO: Curriculum Coordinator & Administrative TAG Facilitator(s)

JOB GOAL: To provide clarity and coordination of talented and gifted services by providing leadership and organization for the TAG teachers across the seven attendance centers in the North Scott District.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate TAG meetings and TAG sponsored activities; work closely with the TAG teachers as well as overseeing any other teams working within the realm of the TAG program at North Scott.
2. Understand and use current professional development strategies for pulling together the efforts of the TAG teachers throughout the district; provide professional development support for the TAG initiatives instituted by the district.
3. Provide an organized record-keeping system(s) for tracking activity participation, provision of services, testing scores, student placement initiatives, etc.
4. Assist in developing and maintaining a process for identification of students qualifying for talented and gifted services.
5. Provide guidance in developing and maintaining smooth transitions of TAG students as they move from grade to grade/level to level.
6. Understand and provide professional development in differentiation of instruction in the general education setting especially as it pertains to providing the enrichment and/or acceleration necessary for appropriate TAG instruction.
7. Use and provide support in the use of technology as a tool for teaching, especially as it pertains to differentiation of instruction.
8. Assist in the formulation of an annual budget; track expenditures and maintain the fiscal integrity of that budget and/or any grant monies that come to the TAG program.

TERMS OF EMPLOYMENT: (40%) to be allocated within the current school year; Salary established by the Board.

EVALUATION: Performance of this job will be evaluated as per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

10/26/04