

ST. HELENS SCHOOL DISTRICT #502  
POSITION DESCRIPTION  
**TALENTED & GIFTED BUILDING LIAISON**

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Division: Instruction  
Immediate Supervisor: Building Administrator  
Date: September 2004

**SUMMARY:** The Talented and Gifted Building Liaison is expected to consult and collaborate with classroom teachers regarding the special needs of high achieving students; to assist regular classroom teachers in differentiating curriculum; to assist regular classroom teachers in writing TAG students' annual goals; to establish good relationships with regular classroom teachers, parents, and other staff.

**QUALIFICATIONS:**

1. Valid Oregon Teaching License with valid endorsements.
2. Ability to establish and maintain effective relationships with students, parents, peers, and administrators.
3. Ability to effectively present information to students, parents, peers, and administrators.
4. Ability to demonstrate knowledge of curriculum modification and differentiated instruction.
5. Ability to understand and interpret assessment data needed to identify TAG eligibility.
6. Ability to work collaboratively with regular classroom teachers.
7. Ability to assist regular classroom teachers expand, extend, or supplant curriculum based on the rate and level of individual students' instructional needs.
8. Demonstrate proficient skill in written and oral communication.
9. Ability to perform duties with awareness of all District requirements and School Board policies.

**SUPERVISORY RESPONSIBILITIES:**

None identified

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. The competent teacher will:
  1. Consult and collaborate with classroom teachers to differentiate instruction for highly capable students.
  2. Assist regular classroom teachers develop annual instruction goals for Talented and Gifted students.
  3. Assist teachers to identify resources and strategies to enhance classroom instruction.
  4. Assist building administrators to develop a *case study* to determine talented and gifted eligibility.
  5. Assist District TAG Administrator to review district assessment data and determine which students will be nominated for talented and gifted eligibility determination.
  6. Assist District TAG Administrator maintain district Talented and Gifted records and database by providing copies of all eligibility statements and annual TAG plans.

**SALARY:** As negotiated in the SHEA agreement.

**EVALUATION:** In accordance with negotiated SHEA agreement and district policy.

**PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:**

1. In an eight-hour day the employee may:
  - a. Stand/walk 1-2 hours
  - b. Sit 4-6 hours
2. The teacher may occasionally:
  - a. Bend/kneel/squat/reach
  - b. May climb stairs
  - c. Use hands for repetitive motions
  - d. Lift and hold items to twenty five pounds
3. Noise level maybe moderate to loud at times.

**OTHER:** *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

**I have read and understand the above requirements of this job description.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Name (Print)** \_\_\_\_\_