

# Watauga County Schools AIG Plan 2025-2028

## Appendix E: Personnel Roles and Responsibilities

Personnel	Area of Responsibility	Responsibilities	Certification and/or Additional Expertise
<b>District AIG Coordinator<sup>1</sup></b>	Grades K-12	<ul style="list-style-type: none"> <li>Supervise/coordinate the WCS AIG Program</li> <li>Facilitate implementation of the WCS AIG Plan</li> <li>Keep current with legal issues related to gifted education</li> <li>With the Director of Accountability and Federal Programs, coordinate countywide assessment of students for identification</li> <li>Coordinate staff development opportunities</li> <li>Enter information into Infinite Campus; maintain accurate headcount</li> <li>Coordinate evaluation of the WCS AIG Program</li> <li>Coordinate communication among appropriate audiences</li> <li>Facilitate the AIG Advisory Council</li> <li>Oversee the WCS AIG Program budget</li> <li>Seek additional funding to support the WCS AIG Program</li> <li>Communicate with the WCS Board of Education on a regular basis and upon request</li> </ul>	<ul style="list-style-type: none"> <li>Overall knowledge of gifted education including AIG curriculum and characteristics of AIG population</li> <li>Master’s degree or higher in education</li> <li>AIG certification</li> <li>Current knowledge of trends in AIG curriculum, staff development, etc.</li> </ul>
<b>AIG Specialists<sup>2</sup></b>	Grades K-18	<ul style="list-style-type: none"> <li>Provide staff, administration, and parents/guardians annual orientation on the WCS AIG Plan</li> <li>Annually train faculties and Excel Teams in nomination and placement procedures</li> <li>Serve as Excel Team chairpersons</li> <li>Maintain records of nominated and identified students</li> <li>Maintain Excel Team minutes and documentation of decisions</li> <li>Collaborate with classroom teachers in the planning and delivery of differentiated instruction according to the WCS AIG Plan</li> <li>Collaborate with collaborative teams in the analysis of data related to gifted students</li> <li>Deliver differentiated instruction to identified students according to the WCS AIG Plan</li> <li>Communicate with parents/guardians annually regarding students’ academic progress through the Differentiated Education Plan (DEP)/Yearly Performance Review (YPR), and Individual Differentiated Education Plan (IDEP)</li> <li>Maintain a student file including documentation of placement qualifications, up-to-date testing information, and annual DEPs/YPRs or IDEPs</li> <li>Maintain an accurate headcount of identified students</li> </ul>	<ul style="list-style-type: none"> <li>Licensure in gifted education upon employment or within the timeline established by the State Board of Education</li> <li>Professional development according to NC Department of Public Instruction licensure renewal requirements</li> </ul>

<sup>1</sup> More information on the roles and responsibilities of the District AIG Coordinator can be found in Standard 4, Practice A of the WCS AIG Plan.

<sup>2</sup> More information on the roles and responsibilities of the AIG Specialists can be found in Standard 4, Practice B of the WCS AIG Plan.

<b>General Classroom Teachers</b>	Grades K-8	<ul style="list-style-type: none"> <li>• Serve as members of Excel Teams as needed</li> <li>• Use the service of and collaboratively plan with AIG Specialists</li> <li>• Provide appropriate differentiation for AIG students</li> </ul>	<ul style="list-style-type: none"> <li>• Licensure in assigned instructional area/level</li> <li>• Licensure in gifted education preferred but not required; teachers may pursue gifted education licensure by taking approved university-level classes, taking the AIG Praxis exam, or obtaining regional AIG endorsement</li> </ul>
<b>Honors and Advanced Placement Teachers</b>	Grades 9-12	<ul style="list-style-type: none"> <li>• Provide rigorous academic instruction appropriate to the needs of advanced learners</li> <li>• Differentiate instruction effectively within advanced-level courses</li> </ul>	<ul style="list-style-type: none"> <li>• Licensure in assigned instructional area/level</li> <li>• Advanced Placement (AP) training when required</li> <li>• Licensure in gifted education preferred but not required; teachers may pursue gifted education licensure by taking approved university level classes taking the AIG Praxis exam, or obtaining regional AIG endorsement</li> </ul>
<b>School Counselors</b>	Grades K-8	<ul style="list-style-type: none"> <li>• Support social and emotional needs of gifted students</li> <li>• Counsel gifted students as needed</li> <li>• Serve as an ad hoc or standing Excel Team member</li> <li>• Assist rising ninth grade AIG students in planning an appropriate high school course of study</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling licensure</li> <li>• Staff development in the characteristics and social-emotional needs of gifted students is encouraged</li> </ul>
<b>School Counselors</b>	Grades 9-12	<ul style="list-style-type: none"> <li>• Support social and emotional needs of gifted students</li> <li>• Counsel gifted students as needed</li> <li>• Monitor AIG student academic progress</li> <li>• Provide information on enrichment opportunities, scholarships, and career possibilities to gifted students and their parents/guardians</li> <li>• Collaborate with WHS/WIA AIG Specialist to maintain an accurate and current headcount</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling licensure</li> <li>• Staff development in the characteristics and social-emotional needs of gifted students is encouraged</li> </ul>
<b>Watauga High School (WHS) / Watauga Innovation Academy (WIA) AIG Specialist</b>	Grades 9-12	<ul style="list-style-type: none"> <li>• Provide staff and administration annual orientation on the WCS AIG Plan</li> <li>• Supervise implementation of the WCS AIG program at WHS/WIA</li> <li>• Collaborate with WHS/WIA School Counselors to maintain an accurate and current headcount</li> <li>• Serve as chairperson for the high school Excel Team when needed</li> <li>• Monitor dropout statistics for identified gifted students</li> <li>• Assist in academic scheduling to align with AIG student needs and aspirations</li> </ul>	<ul style="list-style-type: none"> <li>• Licensure in gifted education upon employment or within the timeline established by the State Board of Education</li> <li>• Professional development according to NC Department of Public Instruction licensure</li> </ul>

		<ul style="list-style-type: none"> <li>• Communicate student status and needs with classroom teachers</li> <li>• Serve as a point of contact for AIG students needing academic guidance or support; refer AIG students to counseling services, as needed</li> <li>• Share relevant enrichment opportunities (e.g. summer programs, scholarships, internships) with students and families</li> </ul>	renewal requirements
<b>School Psychologists</b>	Grades K-12	<ul style="list-style-type: none"> <li>• Administer individual tests for identification as needed to address special concerns</li> <li>• Serve as an ad hoc Excel Team member</li> <li>• Perform alternative assessments in cases where language might be a barrier to gifted placement (e.g. twice-exceptional)</li> </ul>	<ul style="list-style-type: none"> <li>• School Psychologist licensure</li> <li>• Knowledge of the Watauga County AIG Plan</li> </ul>
<b>Special Area Teachers<sup>3</sup></b>	Grades K-12	<ul style="list-style-type: none"> <li>• Support students and teachers at the levels they teach</li> <li>• Collaborate with regular classroom teachers and AIG Specialists</li> <li>• Provide differentiation for identified students, and students who demonstrate exceptional talents or abilities</li> <li>• Serve as ad hoc Excel Team members</li> </ul>	<ul style="list-style-type: none"> <li>• Licensure in assigned instructional area/level</li> <li>• Participation in gifted education staff development</li> </ul>
<b>School-based Excel Teams<sup>4</sup></b>	Grades K-8 or 9-12	<ul style="list-style-type: none"> <li>• Review eligibility and make recommendation for identification of students</li> <li>• Maintain documentation of student nominations and identification decisions</li> <li>• Maintain student confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate licensure in assigned fields</li> </ul>
<b>School-based Assistance / Intervention Teams (e.g. IPST)</b>	Grades K-8	<ul style="list-style-type: none"> <li>• Review the progress of underachieving AIG students</li> <li>• Make recommendations for assistance when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate licensure in assigned fields</li> </ul>
<b>AIG Advisory Council<sup>5</sup></b>	Grades K-12	<ul style="list-style-type: none"> <li>• Serve in an advisory capacity to the superintendent/designee and the WCS Board of Education</li> <li>• Review the WCS AIG Plan</li> <li>• Provide input to the District AIG Coordinator, Superintendent, and the Watauga County Board of Education on the success of the program</li> <li>• Make recommendations for program improvement</li> <li>• Establish a program of work to support the WCS AIG Program</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the WCS AIG Plan</li> <li>• Knowledge of state legislation related to gifted education</li> <li>• Knowledge of guidelines for gifted education established by the State Board of Education</li> </ul>

<sup>3</sup> e.g. School Library Media Coordinators; Arts, PE, Multilanguage Learner, and CTE teachers

<sup>4</sup> Each K-8 school has an Excel Team chaired by the AIG Specialist and made up of the principal or designee and classroom teachers representing the school's grade spans and/or subject areas. A similar group is convened as necessary in grades 9-12. See Standard 1, Practice B of the WCS AIG Plan for more information on this group.

<sup>5</sup> AIG Advisory Council membership includes parents/guardians, AIG Specialists, the District AIG Coordinator, and other appropriate stakeholders (e.g. representatives of local institutions of higher education, community members, etc). See Standard 5, Practice C of the WCS AIG Plan for more information on this group.