

# APPENDIX SECTION IV

## PROGRAM MANAGEMENT

- Levels of Responsibility pages 2 & 3
- Roles for staff involved with TAG page 4

## Levels of Responsibility of the TAG Specialist

It is recommended that the gifted specialists review and redefine their roles to maximize their expertise in the area of gifted education. This includes providing more direct service to TAG students and assisting staff in developing strategies and techniques for working with TAG students. Several suggestions are being offered regarding roles, services, and duties.

Levels of service	Possible activities
<p style="text-align: center;"><b>Level One:</b></p> <p>Working collaboratively with the general educators in the building</p>	<ul style="list-style-type: none"> <li>*Grade level planning with teams of teachers</li> <li>*Providing consultation on differentiated instruction</li> <li>*Providing resource lists and curriculum ideas</li> </ul>
<p style="text-align: center;"><b>Level Two:</b></p> <p>Working collaboratively with the general education teachers and sharing some responsibility for TAG students</p>	<ul style="list-style-type: none"> <li>*Integrating the regular classroom and specialized instruction for TAG students</li> <li>*Teaching collaboratively</li> <li>*Demonstration teaching as requested</li> <li>*Sharing responsibility for student on-going assessment for learning plans</li> <li>*Participating in parent/teacher conferences as requested</li> <li>*Participating in some joint curriculum planning</li> </ul>

<p style="text-align: center;"><b>Level Three:</b></p> <p>Collaborating with teams of teachers and other building specialists to resolve issues surrounding TAG</p>	<ul style="list-style-type: none"> <li>*Assisting with identification issues</li> <li>*Assisting with student placement</li> <li>*Assisting with Student Learning Plans</li> <li>*Assisting with Parent Information sessions at the building level</li> <li>*Providing building level inservice for TAG related concepts</li> <li>*Helping to resolve TAG building issues</li> <li>*Assisting with at risk and Potential candidates for TAG</li> </ul>
<p style="text-align: center;"><b>Level Four:</b></p> <p>Providing a liaison role with central office and other departments for TAG issues.</p>	<ul style="list-style-type: none"> <li>*Participating as TAG representative on district level committees.</li> <li>*Assisting with the district identification and selection process for TAG students.</li> <li>*Working with other constituent groups to provide TAG services</li> <li>*Supporting Parent Groups and District Advisory for TAG</li> </ul>

## Role of TAG Staff

The roles and responsibilities of all involved staff will need to be clearly defined so that the TAG specialists can perform the assigned duties. TAG specialists may want to consider a balance in their job that allows them to provide indirect services at the building, as well as direct services to the classroom and TAG students. They should mirror the duties and expectations of other district specialists who work at the building level. They are serving in the role of master teachers for the TAG area.

Role of Classroom Teachers	Role of TAG Specialist	Shared Roles
<ul style="list-style-type: none"> <li>*Identify the core curriculum for the class</li> <li>*Identify the core standards and skills for all students</li> <li>*Do the pre-assessment of students at the beginning of the year.</li> <li>*Identify the units of study for the year in each content area</li> <li>*Share student data with TAG specialist</li> </ul>	<ul style="list-style-type: none"> <li>*Provide guidance for differentiated lessons</li> <li>*Provide lists of resources</li> <li>*Provide a weekly schedule of availability to work with TAG students</li> <li>*Create projects aligned with classroom curriculum</li> <li>*Provide inservice for regular staff on differentiated curriculum and integration of lessons</li> <li>*Manage work load within parameters of the job</li> </ul>	<ul style="list-style-type: none"> <li>*Work on curriculum compacting for TAG students</li> <li>*Co-teach appropriate lessons</li> <li>*Co-plan for TAG student needs</li> <li>*Assist in developing TAG student learning plans</li> <li>*Mange some of the independent studies for TAG students</li> <li>*Assist id designing rubrics and assessments of TAG student work</li> <li>*Assist with cluster and flexible grouping of TAG students</li> </ul>