



**David Douglas School District #40
Licensed Job Description
Teacher on Special Assignment (TOSA)**

JOB TITLE: TOSA - Talented and Gifted Coordinator (TAG)

Reports To: Director of Student Services

Job Purpose Statement/s: The position of Coordinator – Talented and Gifted (TAG) is for the purpose/s of providing guidance and support to teachers in the implementation of the district TAG program; assessing students for possible TAG eligibility, providing information on TAG students to district personnel and parents.

Essential Job Functions:

- **Screen** new and referred students for possible TAG identification
- **Assess** individual students for possible TAG eligibility.
- **Review** TAG plans and **provide** ideas to individual teachers who have TAG students.
- **Interview** parents, students and teachers to help develop the best possible TAG plans for students.
- **Monitor** TAG plans, provide ideas.
- **Plan and facilitate** monthly TAG meetings with building TAG specialists (K-6) to ensure the ongoing coordination/implementation of TAG activities in the buildings.
- **Meet** with the middle school TAG team four times/year for ½ day to provide information/support for the implementation of the TAG plans in the building.
- **Meet** with middle school teachers twice/year to provide information to teachers.
- **Meet** with the high school TAG specialist once/month to provide support/information for the building TAG program.
- **Assist** with high school academic planning.
- **Provide** information and **answer** questions for parents of TAG students in the form of evening meetings, phone conversations, and individual meetings.
- **Provide** information to teachers in the form of faculty presentations, phone conversations and individual meetings regarding Gifted Education, district requirements, etc.
- **In-service** new teachers regarding Gifted Education.
- **Provide** information to students in the form of individual meetings, phone conversations, etc.
- **Consult** with district staff on students being considered for grade advancement within the district.

Other Job Functions:

- **Keep and update** information regarding TAG education in the district k-12 (e.g. rosters, demographics, test scores, state reports, etc.).
- **Disseminate** information regarding TAG to appropriate sources (e.g. parents, teachers, students, administrators).
- **Keep up** on new research/information in the field of Gifted Education and share with appropriate parties.
- **Act** as a liaison with East Metro TAG network (EMTN) parent advocacy group.
- **Other** duties as assigned.

Talented and Gifted Coordinator (TAG) – Page 2

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** Prior job related experience.

- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills in planning, developing, and implementing appropriate curriculum to TAG students and assisting TAG students in realizing success. Effective communication skills with students, parents, teachers, and other school personnel.

Knowledge of instructional theory and best practices for TAG students, state education codes and district policies regarding TAG.

Abilities to stand and walk for prolonged periods of time, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license or eligible to obtain, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.