

## **TAG Coordinator Roles & Responsibilities**

**Written by Kelly Dotson, 2023-24**

As the Siuslaw School District Talented and Gifted (TAG) Coordinator it is my role to provide support and advocate for students, staff members, and parents in the area of giftedness. This position is critical to our mission of ensuring success for all students. Here is a breakdown of some of my duties and responsibilities:

### **Oregon Department of Education compliance:**

- Update the district TAG plan every three years to meet compliance for the Oregon Department of Education (our current plan was written in 2023)
- Respond to feedback from the ODE TAG specialist, and update the plan as needed
- Post the plan on the district TAG website
- Present the plan to administration, staff, and the school board

### **Identification of students in the areas of academically talented and/or intellectually gifted:**

- Train staff K-2 to use the Kingore Observation Inventory to collect data monitor potential TAG students
- Administer COGAT universal screener to all third grade students, analyze results using local norms, meet with teachers to begin referral process for those that scored in the 90th percentile
- Review Smarter Balanced Assessment data using local norms to begin referral process for those that scored in the 90th percentile
- Review new referrals as submitted by teachers, parents, or high school students
- Collect data, work samples, and test scores as part of the evaluation process
- Observe students at various times throughout their day
- Administer an IQ test as part of the evaluation process
- Meet with the TAG Team to determine eligibility
- Schedule and lead the TAG plan meeting with student, parent, and teachers to develop a Personal Education Plan for TAG identified students in grades K-8
- Schedule and lead the K-8 TAG plan meetings to update the plan annually with the student, parents, and teachers during conference times (or as requested)
- Disseminate plans to parents, teachers, and Special Services office
- Communicate status of referral process with teachers and parents, and document all communication
- Update TAG identification notifications and needs in Synergy
- Post the TAG plan in Synergy
- Maintain district Talented and Gifted files, records and database
- Follow up on students that are being monitored for potential TAG identification
- Verify TAG rosters quarterly for the Oregon Department of Education ADM audits

### **TAG Students K-12:**

- Assist with high school academic planning by reviewing course requests
- Follow up in the Fall to ensure that student course placement is appropriate

- Conduct TAG transition meetings by request
- Develop and distribute a high school TAG student needs survey each Fall
- Analyze survey data to determine individual and group needs at the High School level
- Meet with High School administration to make a plan to meet those needs
- Check in with TAG students district-wide as requested by student or parent
- Provide opportunities for any TAG student to meet with me for short-term and long-term goal setting
- Provide an opportunity for interested high school TAG students to connect with like-minded individuals and discuss ways to continue to serve our High School TAG population
- Communicate with students, staff, and parents about enrichment opportunities through newsletters, email, and Parent Square
- Plan, organize, and proctor the National Noetic Math Contest in grades 3-8. Follow up by communicating with parents of the winners, and having an awards ceremony for each grade level

#### **Staff, Administration, and the School Board:**

- Consult and collaborate with classroom teachers for differentiation, best practices of instruction, and necessary instructional changes to meet the individual student's rate and level
- Review TAG procedures and policies annually for staff (evaluation and identification process, District TAG plan, resources available)
- Provide professional development for staff in the area of Gifted Profiles (2023)
- Provide professional development for staff in the area of Differentiation: Services and Strategies for TAG students (2024)
- Create and distribute TAG transition documents for staff and administration
- Assist teachers to identify resources and strategies to enhance classroom instruction
- Plan and facilitate monthly TAG meetings with building TAG representatives (K-5) to ensure the ongoing coordination/implementation of TAG activities in the elementary buildings
- Provide information to teachers in the form of faculty presentations, emails, phone conversations, and individual meetings regarding gifted education and district requirements
- Consult with district staff on students being considered for subject or grade advancement within the district
- Communicate and collaborate with school administrators
- Meet with the director of special programs twice a month
- Provide an annual TAG update to the School Board and community members

#### **Parents and Guardians:**

- Provide information and answer questions for parents of TAG students in the form of evening meetings, phone conversations, emails, and individual meetings
- Attend community outreach events, such as orientations, open house, science night, and scholarship evenings
- Participate in conferences by request
- Provide a TAG Newsletter three times a year
- Connect parents with resources to support their student

- Provide opportunities for TAG advocacy and education in the area of giftedness

**Other:**

- Maintain the Siuslaw TAG website
- Keep up on new research/information in the field of Gifted Education and share with appropriate parties (Oregon Department of Education, Oregon Association of Talented and Gifted, National Association of Gifted and Talented)