

PPS TAG Facilitator Roles and Responsibilities

GENERAL

- Advocate for **all** students
- Attend **all** TAG Facilitator meetings (virtually during Distance Learning) and share information with building administrators, teachers, and staff. This is your opportunity to have a voice, learn with us, and understand processes, systems, and Board Policy/OARs.
- Be a point of contact for the school for TAG related questions, issues, and concerns.
- Provide rate and level training to teachers at a fall semester staff meeting. (virtually)
- Communicate with your school community to capture nominations, especially for students that are historically underserved.
- Communicate clearly and effectively about TAG related issues. Regularly attend TAG Facilitator virtual meetings, check TAG website, TAG Facilitator team drive and read informational TAG emails.
- Maintain TAG Bulletin Board (when we are able to return to buildings) and on your school's building website.
- Review and update building TAG plan with staff to reflect the current administration and school year. Include virtual learning strategies and opportunities for TAG students in the building TAG plan.
- Assist administrator in facilitating TAG Parent Night (virtual meeting)
- Collaborate with all stakeholders and solve concerns professionally and positively.
- Support instructional needs and collaborate with TAG Department by presenting information from professional

development at building staff meetings. (virtually during Distance Learning)

- Support TAG Department's initiatives and goals.
- Meet with parents when necessary (virtually during Distance Learning)
- Guide teachers and principals in writing the Individual TAG Plan if necessary.
- Be as organized and timely as possible.
- Verify that your building teachers are aware of who their TAG identified students are in their classrooms and in what area/s they are identified.

NOMINATION/ASSESSMENT/IDENTIFICATION

- Collect and check Nomination/ Placement forms (IDPF) for completion and accuracy. Enter important assessment information in school Google Sheet (this process may look different due to Distance Learning)
- Support 2nd-grade assessment window. This **may require** you to help monitor assessments (given online this year, not in hard copy).
- Support all other assessments for nominated students. This **may require** you to help monitor assessments (given online this year in grades 2-11; for Intellectual testing; Math & Reading will use MAP in most grade levels). Work with the proctor and school to help coordinate space, time, and materials if access to schools is allowed by proctors.
- Monitor TAG School Team (i.e., facilitator, administrator, and minimum one general ed. teacher) meetings during the beginning and final stages of nomination and identification and when school teams meet to make final decisions for identification. This may require you to set aside time to facilitate and organize.