

TAG Facilitator Roles and Responsibilities

2019-2020

GENERAL

- Advocate for all students
- Attend **ALL** TAG Facilitator meetings and share information with building administrators, teachers and staff. This is your opportunity to have a voice, learn with us, and understand about 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 staff in the fall semester at a building staff meeting.
- Communicate with community to capture nominations, especially for students that are historically underserved.
- Communicate clearly and effectively about TAG related issues. Regularly attend TAG Facilitator meetings, check TAG website, TAG Facilitators team drive and read informational TAG emails.
- Maintain TAG Bulletin Board
- Assist building leaders in updating and completing the Building TAG Plan.
- Work with the administrator/staff member in charge of website to upload the Building TAG Plan.
- Assist administrator in facilitating TAG Parent Night
- 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.
- Support TAG Department's initiatives and goals.
- Meet with parents when necessary
- Guide teachers and principals in writing the Individual TAG Plan if necessary.
- Be as organized and timely as possible.
- Ensure that your building teachers are aware of who their TAG identified students are in their classrooms.
- Check TAG Website for documents, due date, and information. <https://www.pps.net/tag>

NOMINATION/ASSESSMENT/IDENTIFICATION

- Collect and check Nomination/ Permission forms (IDPF) for completion and accuracy. Enter important assessment information in school Google Sheet
- Support 2nd grade assessment window during the months of September/October. This may require you to help monitor assessments.
- Support all other assessments for nominated students. Work with the proctor and school to help coordinate QUIET space, time, and materials.
- 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.

Thank you for all of your hard work and dedication. We could not possibly do this challenging and important work without you.