

North Wasco County School District
Job Description – District TAG coordinator

Title:	District Coordinator – Talented and Gifted Program
Classification:	Licensed
Reports To:	District Administration
Terms of Employment:	190 Days/Year

Job Purpose Statement/s: This position will support building level administrators and building TAG Coordinators to ensure that the schools operate in accordance with the laws, statutes, and Board policy related to the state TAG mandate. The TAG Coordinator will plan, organize, communicate, and help coordinate instruction to support District priorities, state and federal law; and design, deliver and coordinate professional development and assessments related to the education of the District's TAG students.

Job Qualifications & Licensure:

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Reading, Early Childhood Education, Secondary Content Area, or similar
- Valid Oregon Teaching License
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.
- Holds and maintains an appropriate license and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon; and displays a willingness to teach any qualified subject area.

Essential Job Functions:

- Ensure the development and maintenance of a comprehensive, articulated curriculum, instruction and assessment program for the buildings in accordance with the District TAG Plan and TAG policy
- Contribute to the improvement of schools' instructional programs for TAG students by supporting building coordinators with the planning, development, and implementation of instruction at the appropriate rate and level for each identified student
- Provide leadership and oversight of District and building TAG budgets
- Use state assessment data, district assessment data, classroom assessment data, and other evidence to actively find TAG students from under-represented populations
- Communicate with TAG parents and advocate for the TAG students
- Organize and run District TAG meetings for the building TAG coordinators
- Organize and oversee a District Parent Advisory Committee
- Attend the Regional District TAG meetings
- Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

PHYSICAL REQUIREMENTS:

- 1. In a 2- 3 hour session per day employee may:
 - a. Stand/Walk { } None {x} 1-3 hrs
 - b. Sit { } None {x} 1-3 hrs
 - c. Drive { } None {x} 1-3 hrs

- 2. Employee may use hands for repetitive:
 - {x} Single Grasping {x} Pushing and Pulling {x} Fine Manipulation

- 3. Employee may use feet for repetitive movement.
 - {x}Yes { }No

- 4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs { } Frequently {x} Occasionally { } Not at all
 - d. Lift { } Frequently {x} Occasionally { } Not at all

- 5. Lifting:
 - { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - {X} Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other Physical Requirements:

- 1. Work is performed in a variety of indoor and outdoor locations. Extreme variations in weather and temperature can occur, depending on assigned sport.

Evaluation: Performance of this position will be evaluated annually in accordance with provisions of the Board’s policy and the Extra Duty Contract.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

EMPLOYEE STATEMENT:

“I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s).”

Print Name

Employee Signature

Date