

## GERVAIS SCHOOL DISTRICT # 1 – TAG BUILDING FACILITATOR

### QUALIFICATIONS:

- A valid Oregon Teaching License or other background training appropriate to the requirements of this position;
- Degrees and areas of study as required for Oregon licensing;
- Current teaching assignment in Gervais School District;
- The ability to organize and supervise; and
- Must have experience working with school age students and adults.

### REPORTS TO:

- Director of Special Services

### TERMS OF EMPLOYMENT:

- One school year

### JOB GOAL:

- Facilitates the Building TAG program with building level staff, students and parents.

### PERFORMANCE RESPONSIBILITIES:

- Attend monthly District TAG meeting;
- Implement TAG identification steps according to the District's timeline;
- Assist in planning Building/District TAG projects for the year;
- Facilitate TAG projects in each building;
- Implement TAG Plan parent contacts;
- Facilitate TAG Plans for each student identified as TAG;
- Implement any changes in the TAG program / handbook;
- Facilitate TAG referrals;
- Act as building contact for TAG questions from staff and parents;
- Attend evening TAG parent meetings twice per year;
- Attend Parent TAG Advisory meetings;
- Participate in TAG staff inservice trainings;
- Act as a resource to other teachers in promoting TAG instructional strategies;
- Be an advocate for TAG education at building level;
- Contribute information and articles for the quarterly District TAG newsletter; and
- Work closely with the District's TAG director to implement the TAG program.

**I have received a copy of this job description:**

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Teacher Signature

Date