

## Appendix H

### ROLES AND RESPONSIBILITIES

PERSONNEL	SERVICE DELIVERY ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
Superintendent	District Level Administration	<ul style="list-style-type: none"> <li>Request additional funding for gifted program</li> <li>Meet with parents to resolve disagreements</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate administrative License</li> </ul>
Assistant Superintendent	District Level Administration	<ul style="list-style-type: none"> <li>Assist in evaluation of AIG Program</li> <li>Help communicate needs and appropriate responses</li> <li>Meet with parents to help resolve disagreements</li> <li>Evaluate Director of AIG Services</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate administrative License</li> </ul>
Principals	School Level Administration	<ul style="list-style-type: none"> <li>Assist in ongoing review and evaluation of appropriate services at school level</li> <li>Facilitate grouping for instruction</li> <li>Assess staff development needs</li> <li>Oversee service delivery options</li> <li>Meet with parents to help resolve disagreements</li> <li>Hire and supervise AIG teachers</li> <li>Participation in staff development pertaining to gifted education</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate administrative licensure</li> </ul>
Director of Academically or Intellectually Gifted Services	Administer Gifted Program for Union County Public Schools	<ul style="list-style-type: none"> <li>Oversee implementation of AIG Program</li> <li>Coordinate staff development and provides technical assistance with implementation of program</li> <li>Supervise program service deliveries</li> <li>Consult with teachers/administrators</li> <li>Oversee AIG budget and materials for program</li> <li>Keep abreast of issues, methods,</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate administrative and supervisory licensure</li> </ul>

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		<p>trends and policies by attending meetings/conferences</p> <ul style="list-style-type: none"> <li>• Serve as an active member of the Curriculum and Instruction Team</li> <li>• Create public awareness concerning the AIG program and the need for differentiation</li> <li>• Evaluate progress of AIG program</li> <li>• Serve as liaison between parent and school</li> </ul>	
AIG Curriculum Coordinator	District Level	<ul style="list-style-type: none"> <li>• Coordinate curriculum for differentiation in AIG classroom</li> <li>• Provide curriculum support for Elementary and Middle grades AIG language arts and math and High School AP/Honors</li> <li>• Coordinate professional development</li> <li>• Coordinate opportunities for students, families, and staff that offer info and support for the gifted learner</li> </ul>	<ul style="list-style-type: none"> <li>• NC Curriculum Specialist licensure</li> <li>• AIG licensure</li> </ul>
Office Support Staff Secretary	Provide clerical and data management services to support AIG Program	<ul style="list-style-type: none"> <li>• Maintain gifted student computerized data and paper records</li> <li>• Support Director of AIG services and related functions</li> </ul>	Appropriate clerical and data expertise
Directors of Elementary, Middle, and Secondary Education	School Level Administration	<ul style="list-style-type: none"> <li>• Coordinate regular education staff development with gifted education staff development</li> <li>• Consult and assist in AIG programmatic services</li> <li>• Coordinate regular education curriculum initiatives with gifted education</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate administrative licensure</li> </ul>
Assistant Principals	School Level Administration	<ul style="list-style-type: none"> <li>• Oversee evaluation of service delivery</li> <li>• Provide support to those responsible for teaching AIG students</li> <li>• Ensure proper placement of students</li> <li>• Coordinate staff development at</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate administrative licensure</li> </ul>

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		school level <ul style="list-style-type: none"> <li>• Participate in staff development</li> </ul>	
AIG Team	School Level	<ul style="list-style-type: none"> <li>• Collect/review student information in order to make appropriate service delivery recommendations</li> <li>• Keep a record of referrals and placement decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate licensure</li> <li>• Training on roles</li> </ul>
AIG Teachers	Grades K-8	<ul style="list-style-type: none"> <li>• Maintain accurate records</li> <li>• Attend AIG teacher meetings</li> <li>• Respond to requests from AIG office in a timely manner</li> <li>• Serve on identification teams</li> <li>• Coordinate and administer testing at school levels</li> <li>• Finalize gifted paperwork for placement, including DEP</li> <li>• Disseminate information received from Director of AIG Services</li> <li>• Discuss curriculum during a parent meeting at the beginning of school</li> <li>• Participate in program evaluation</li> <li>• Participate in staff development</li> <li>• Meet with parents to help resolve disagreements</li> <li>• Serve in consultative role for teachers of grades K-3 as scheduling allows</li> </ul>	<ul style="list-style-type: none"> <li>• AIG licensure</li> </ul>
AIG Math teachers	Grades 6-8	<ul style="list-style-type: none"> <li>• Differentiate the curriculum</li> <li>• Develop and implement accelerated math curriculum for grades 6 and 7 for Algebra readiness.</li> <li>• Attend AIG teacher meetings, as needed</li> <li>• Assist in AIG paperwork and head count as needed</li> </ul>	<ul style="list-style-type: none"> <li>• AIG licensure recommended</li> <li>• Highly qualified status</li> </ul>
Honors Teachers	Grades 9-12	<ul style="list-style-type: none"> <li>• Differentiate the curriculum</li> <li>• Utilize Honors curriculum documents</li> <li>• Coordinate record keeping with designated staff</li> </ul>	<ul style="list-style-type: none"> <li>• AIG licensure recommended</li> </ul>

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AP /IB Teachers	Grades 11-12	<ul style="list-style-type: none"><li>• Differentiate the curriculum</li><li>• Coordinate record keeping with designated staff</li></ul>	<ul style="list-style-type: none"><li>• AP /IB training</li><li>• AIG licensure recommended</li></ul>
Classroom Teachers	School Level (K-3)	<ul style="list-style-type: none"><li>• Differentiate the curriculum</li><li>• Request support services form AIG teacher as needed</li></ul>	<ul style="list-style-type: none"><li>• AIG licensure recommended</li></ul>
Guidance Counselors	School Level (K-12)	<ul style="list-style-type: none"><li>• Support social and emotional needs of gifted students</li><li>• Work with underachieving gifted students</li><li>• Offer guidance in career opportunities (9-12)</li><li>• Counsel parents of gifted students (K-12)</li><li>• Inform parents and students of special opportunities available for gifted students</li><li>• Meet with parents to help resolve disagreements</li><li>• Provide counseling sessions as requested for AIG students</li></ul>	<ul style="list-style-type: none"><li>• Counseling licensure</li><li>• Participate in staff development pertaining to gifted education</li></ul>