CLEVELAND COUNTY AIG PROGRAM PERSONNEL RESPONSIBILITIES

PERSONNEL	SERVICE DELIVERY OPTION ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
Superintendent/Assistant Superintendents	District Level Administration	• Supports gifted plan approved by the state and local school boards • Requests additional funding for gifted programs as needed • Meets with parents to resolve disagreements if needed	• Appropriate administrative license
Director of Exceptional Children/Academically Intellectually Gifted Services	District Level Administration	• Oversees implementation of gifted program • Consults with AIG teachers/administrators as needed • Administrates the AIG budget for program • Updates information on issues, methods, trends and policies by attending meetings/conferences • Creates public awareness concerning the AIG program and the need for differentiation • Meets with parents to resolve disagreements	• Appropriate administrative license • Appropriate AIG license

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PERSONNEL	SERVICE DELIVERY OPTION ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
Academically/Intellectually Gifted Coordinator	Coordinates gifted program for Cleveland County Schools	• Coordinates staff development and provides technical assistance • Consults with AIG/regular teachers • Evaluates materials needed for the program • Updates information of issues, methods, trends and policies by attending meetings/conferences • Conducts needed research relative to the AIG program • Assists with the evaluation of the AIG program • Serves as liaison between parent and school • Assists the EC/AIG Director in program implementation • Chairperson of system-wide Needs Determination Team	• Appropriate administrative license • Appropriate AIG license

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PERSONNEL	SERVICE DELIVERY OPTION ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
Principals	School level administration	• Assist in ongoing review and evaluation of appropriate services at the school level • Facilitate grouping for instruction • Assess staff development needs • Meet with parents to help resolve disagreements	• Appropriate administrative licensure • Participation in staff development pertaining to gifted education
Assistant Principals responsible for AIG	Grade 6-12	• Serve as contact person for AIG coordinator • Oversee evaluation of service delivery • Provide support to those responsible for teaching AIG students • Oversee and maintain paperwork • Coordinate AIG staff development at the school level • Participate in AIG staff development • Meet with parents to help resolve disagreements	• Appropriate administrative licensure • Participation in AIG staff development • AIG licensure recommended

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PERSONNEL	SERVICE DELIVERY OPTION ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
Academically Intellectually Gifted Specialists	Grades K-5	• Serve as chairperson of the AIG Needs Determination Team • Provide support to teachers • Assist in screening of the students • Administer testing if needed • Provide direct support and services to students • Help develop DEPs • Maintain paper work • Ensure communication with parents • Plan with regular education teachers to enhance accelerated and enriched curriculum • Meet with other specialists to develop resources to share with classroom teachers for curriculum differentiation • Serve as a resource for the classroom teacher • Meet with parents to help resolve disagreements	• AIG licensure • Staff development pertaining to gifted education

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PERSONNEL	SERVICE DELIVERY OPTION ROLE	RESPONSIBILITIES	LICENSURE OR ADDITIONAL EXPERTISE
AP/Honors Teachers	School level (9-12)	• Provide direct services to students • Differentiate the curriculum • Participate in service delivery evaluation • Meet with parent to resolve disagreements	• AP Training • Participation in staff development related to AIG • AIG licensure recommended
Regular Classroom teachers	School level (K-12)	• Serve as ad hoc member of AIG Needs Determination Team • Direct services to students • Differentiate curriculum • Implement Talents Unlimited (K-3) • Participate in service delivery evaluation • Work cooperatively with AIG Specialist to provide curriculum differentiation • Seek out students who have potential or need differentiated curriculum • Meet with parents to help resolve disagreements	• Teacher licensure • Participation in staff development pertaining to AIG

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Media Specialists	School level (K-12)	• Assist staff with appropriate media resources for students with gifted potential • Guide students in use of the media center and media equipment • Assist students in locating appropriate resources	• Appropriate licensure • Participation in staff development pertaining to AIG
Guidance Counselors	School level (K-12)	• Participate in the AIG Needs Determination Team • Support social and emotional needs of gifted students • Work with underachieving gifted students • Offer guidance in career opportunities • Counsel parents of gifted students • Inform parents and students of special opportunities available for gifted students	• Appropriate licensure • Participation in staff development pertaining to AIG