Position Title: AIG Elementary School Specialist

Reports to: Building Principal

Employment Terms: 10 month position

Salary: Salary in accordance with the applicable state teacher's salary schedule

Minimum Education, Experience and Requirements:

1. Bachelor's degree in Education or related field required
2. Valid North Carolina teaching license required
3. AIG Licensure or willingness to obtain within 2 years of start date
4. Experience working with advanced learners and differentiated instructional practices preferred
5. Experience leading professional development and collaborating with educators preferred

Summary:

The AIG Specialist is responsible for overseeing and implementing the district's Academically or Intellectually Gifted (AIG) program in alignment with North Carolina legislation, State Board of Education Policy ACIG-000, district policy, and the district's AIG Local Plan. The AIG Specialist provides direct and indirect services to advanced learners while supporting their academic, intellectual, social, and emotional development. This position collaborates with teachers, administrators, families, and district personnel to ensure equitable identification practices, differentiated instruction, and comprehensive programming for gifted learners. The AIG Specialist also serves as a leader in professional learning, advocacy, and implementation of advanced academic programming at the school level.

Duties and Responsibilities:

Program Oversight and Student Services

- Oversees implementation of the school's AIG program in alignment with state legislation, district policy, and the district AIG Local Plan.
- Provides direct instruction to AIG-identified students consistent with the district's AIG Local Plan
- Facilitates the K–2 Investigations in STEM program consistent with the district's AIG Local Plan
- Supports the academic, intellectual, social, and emotional needs of advanced learners through differentiated programming and services.
- Ensures continuity of AIG services and maintains instructional scheduling to the fullest

extent possible.

Collaboration and Instructional Support

- Collaborates with classroom teachers to implement differentiated instructional practices aligned to each student's Differentiated Education Plan (DEP).
- Supports enrichment, extension, and acceleration opportunities for advanced learners.
- Leads ongoing PLCs and/or schoolwide professional development focused on differentiated curriculum and instructional strategies.
- Serves as a resource for teachers regarding effective practices for gifted learners.

Leadership and Advocacy

- Facilitates the school's Advanced Academics Leadership Team
- Advocates for equitable access to gifted programming and services for historically underrepresented student populations, including culturally and ethnically diverse students, economically disadvantaged students, multilingual learners, and twice-exceptional students.
- Collaborates with school level stakeholders to support equitable identification and programming practices.

Identification and Assessment

- Implements equitable screening and identification processes consistent with the district AIG plan.
- Reviews beginning-of-year and quarterly student data to identify potential advanced learners.
- Coordinates identification procedures, including portfolio development and review processes.

Family and Community Engagement

- Develops meaningful partnerships with families and community stakeholders to support advanced learners.
- Provides ongoing communication with families, staff, and administration regarding programming, services, and opportunities for advanced students.

Documentation and Compliance

- Maintains accurate records and documentation related to gifted education procedures and compliance requirements.
- Manages individual student AIG documentation folders, NCDPI AIG Headcount reporting, Infinite Campus reviews, and school-level AIG IMPACT binders.
- Attends all required district AIG Professional Learning Days.
- Performs additional responsibilities outlined in North Carolina's Critical Actions to Realize Equity and Excellence in Gifted Education and the district AIG Local Plan.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the DPS Board's Policy on evaluation of personnel.