

# Kingsley Elementary

## A Dedicated Community Inspiring All Comets to SOAR



**David Davis**  
Principal

[davisda@district65.net](mailto:davisda@district65.net)

Set Instructional Vision. Develop a Professional Learning Plan. Implementation and development of Instructional Coaching Program. School Work Plan Priorities, and Evaluation. Special Education Support. Parent support and Communication. SupportCustodial Team, School Leadership, Climate, Intervention, MTSS Team, and Nurse and Administrative Assistant.



**Tiffany Chapman**  
Assistant Principal

[chapmant@district65.net](mailto:chapmant@district65.net)

Set Culture & Climate School Work Plan Priorities & Implementation. Staff Evaluation. Substitute Coverage for staff. Parent Support. Implementation, development, and support of Intervention Program. IES and MTSS Team. Paraprofessional Team. Lunchroom Supervisors and Sustainability Plan.



**Nerode Abraham**  
Instructional Coach

[abrahama@district65.net](mailto:abrahama@district65.net)

Support Instructional Vision - coaching cycles, SWP priorities, and learning walks. Support learning environments - classroom management/student behavior. Collect and progress monitor student data. Member of School Leadership and Climate Committees.



**TBD**  
Administrative Assistant

[hello@reallygreatsite.com](mailto:hello@reallygreatsite.com)

Substitutes, Purchasing, Parent support and communication, Attendance of students and staff meetings, Building Operations, Student support



**Samantha Brooks**  
IES Coordinator

[brookss@district65.net](mailto:brookss@district65.net)

Assist and coach LBS1s, Related Service Providers and other instructional staff in developing strategies, skills, tools, techniques, capacity, and compliance practices to effectively educate and advance learning for all students while ensuring adherence to district, state, and federal requirements.



**Delnore Crayton**  
Head Custodian

[craytond@district65.net](mailto:craytond@district65.net)

Manage building operations. Communicate with buildings and grounds to support school needs. Lead custodial team. Monitor maintenance request form.



**Juanita Barrett**  
School Nurse

[barrettj2@district65.net](mailto:barrettj2@district65.net)

Manage all health related services. Student attendance. Parent support and communication. Lunch support - lunch counts.



**Jen Webber**  
Interventionist

[likhitej@district65.net](mailto:likhitej@district65.net)

Support accelerate achievement for all students, with a specific focus on students who are not yet at grade level. Support the implementation of MTSS(Multi-Tiered System of Supports) through collaboration, modeling intervention practices, co-teaching, supporting and guiding teachers in best practices for intervention and enrichment.

**\*\*For more information about the roles and responsibilities click the name of the team member to follow the link**

# Principal - D. Davis

## Instructional Vision

- Tier 1 Instruction
- Learning environments
- Achievement Data Monitoring
- Master Schedule Fidelity

## Professional Learning

- Development of professional learning opportunities aligned with SWP priorities

## School Work Plan (SWP) Priorities

- Collaboration with School Leadership and Climate Committees to establish SWP Priorities, Strategies and Action Steps.

## Instructional Coaching

- Co-establish Caseloads
- Coaching cadence and
- Support and provide resources aligned with SWP priorities

## Parent Support and Communication

- Establish and maintain partnerships
- Provide consistent updates through Family Newsletter
- Provide support and meet to address needs and concerns
- Reinforce positive educator/family connection
- Meet with PTA Co-Presidents to support school needs

# Roles and Responsibilities

## PLC Process and Staff Appraisal

- Monitor PLC Process
- Communicate Appraisal Process to staff
- Provide Formal and Informal Observations
- Support educator SLOs

## School Leadership, Climate, IES, and MTSS

- Lead School Leadership Team
- Support School Climate Team
- Co-lead MTSS Team and monitor achievement and SSD Data
- Support IES Team by serving as LEA

## Administrative Assistant/Custodians/Concierge

- Support and Evaluate Administrative Assistant
- Meet and communicate consistently with the head custodian to address school needs and priorities
- Proactively monitor the school for maintenance needs
- Support and Evaluate Concierge

# Assistant Principal - T. Chapman

## Culture and Climate

- Tier 1 Instruction
- Learning environments
- Achievement Data Monitoring
- Master Schedule Fidelity

## Student Intervention

- Support Interventionist with identification of students in need of Tier 3 support
- Monitor Tier 3 groups and student progress after each intervention cycle
- Determine opportunities to improve student support

## School Work Plan (SWP) Priorities

- Lead Climate Committee to establish SWP Priorities, Strategies, Action Steps, Initiatives, and Milestones

## Special Education Support

- Co-Lead IES Business Meetings/Team
- Co-establish Caseloads
- Monitor IES Educator Schedules
- Support Student-Centered Scheduling
- Support IES Team by serving as LEA

# Roles and Responsibilities

## Parent Support

- Provide support and meet to address needs and concerns
- Reinforce positive educator/family connections

## PLC Process and Staff Appraisal

- Monitor PLC Process
- Reinforce communication about Formal and Informal Observations to staff
- Support educator SLOs

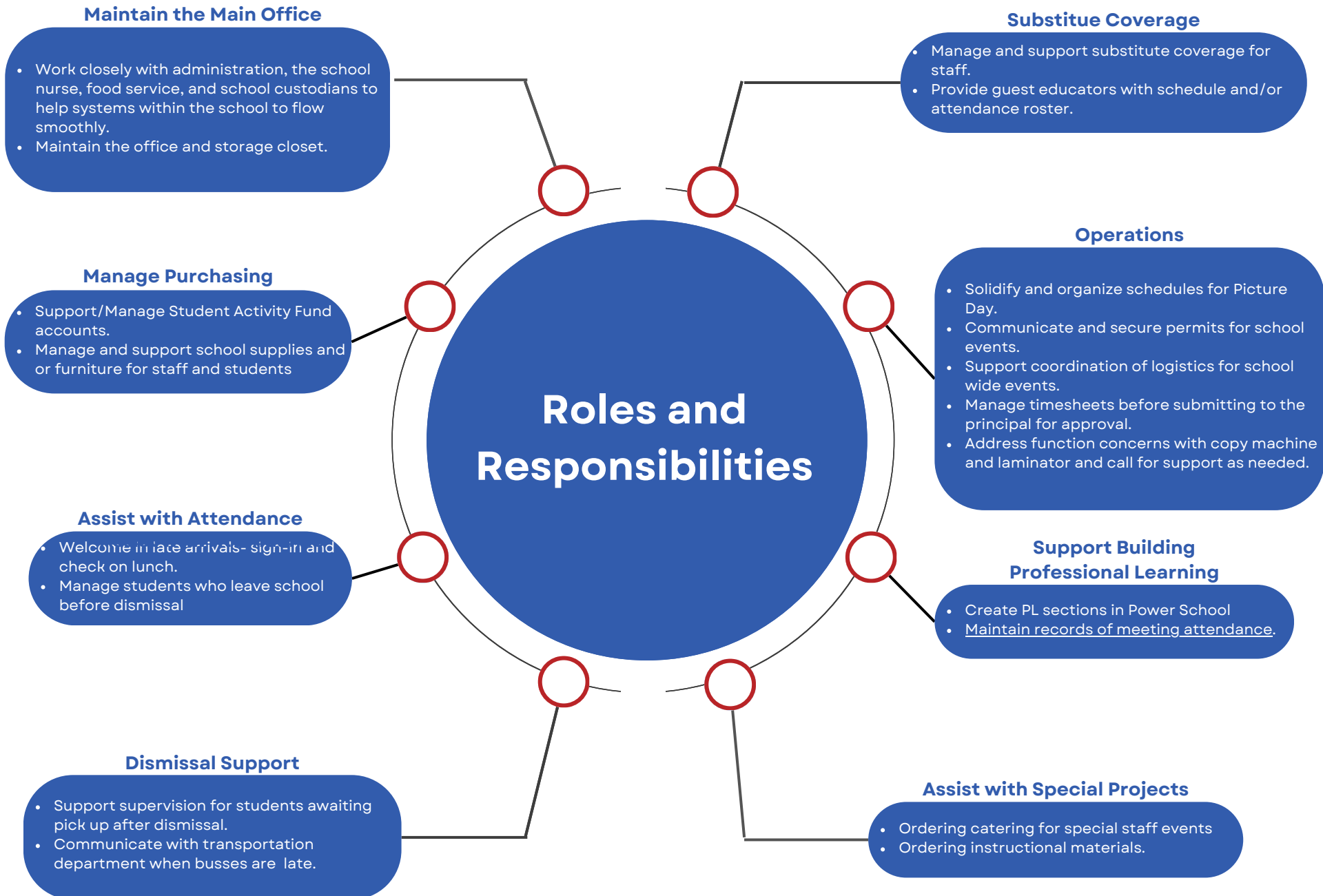
## Substitutes, Paraprofessional and Lunch Staff

- Collaborate with the Administrative Assistant to locate substitutes and coverage
- Provide schedules and support for Paraprofessionals
- Communicate consistently with the head lunchroom supervisor
- Meet periodically with the lunchroom supervisors to discuss lunch and recess assignments
- Support Implementation of the D65 Sustainability Plan

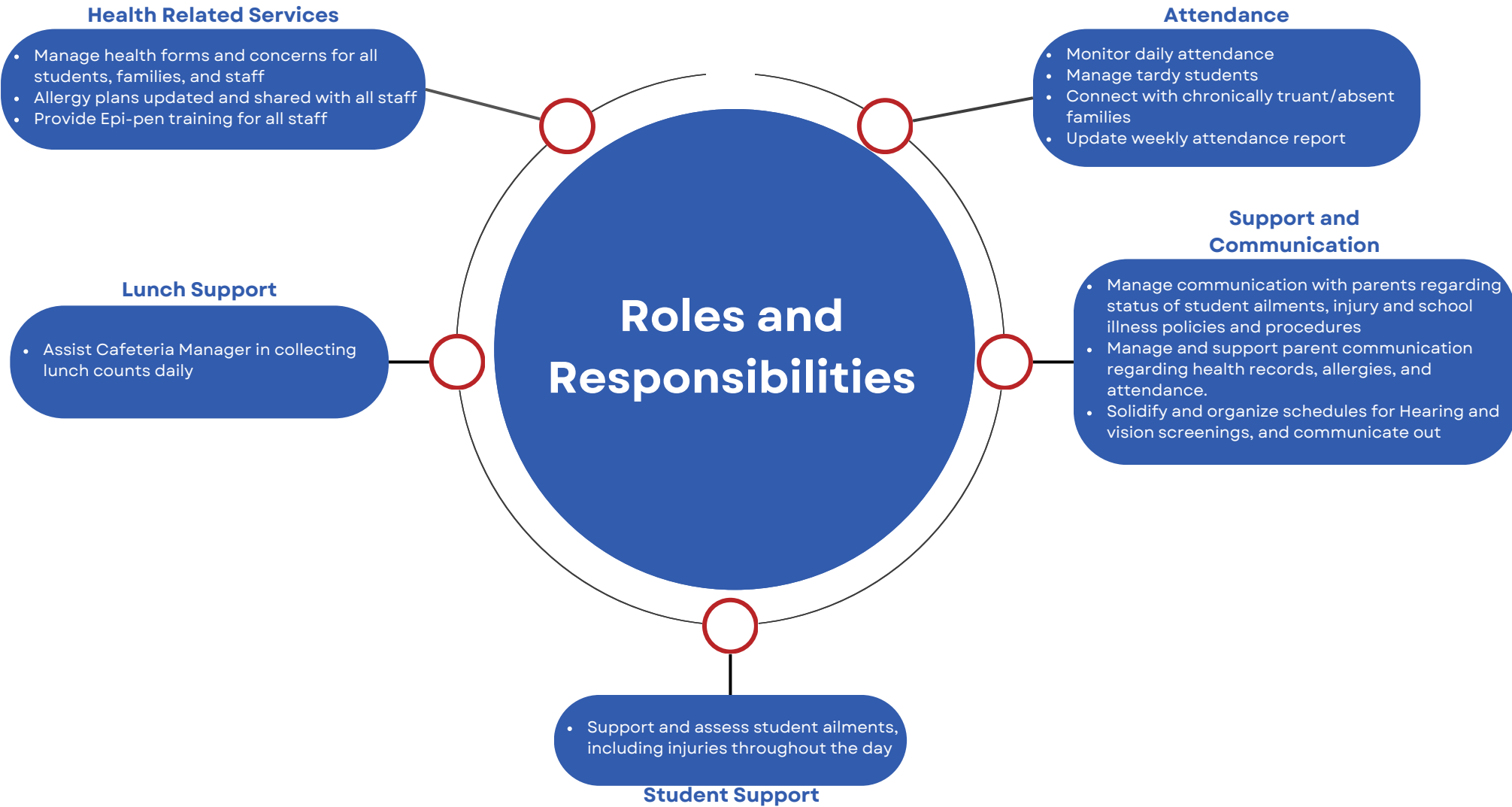
## School Leadership, Climate, and MTSS

- Lead School Climate Team
- Co-lead MTSS Team and monitor achievement and SSD Data

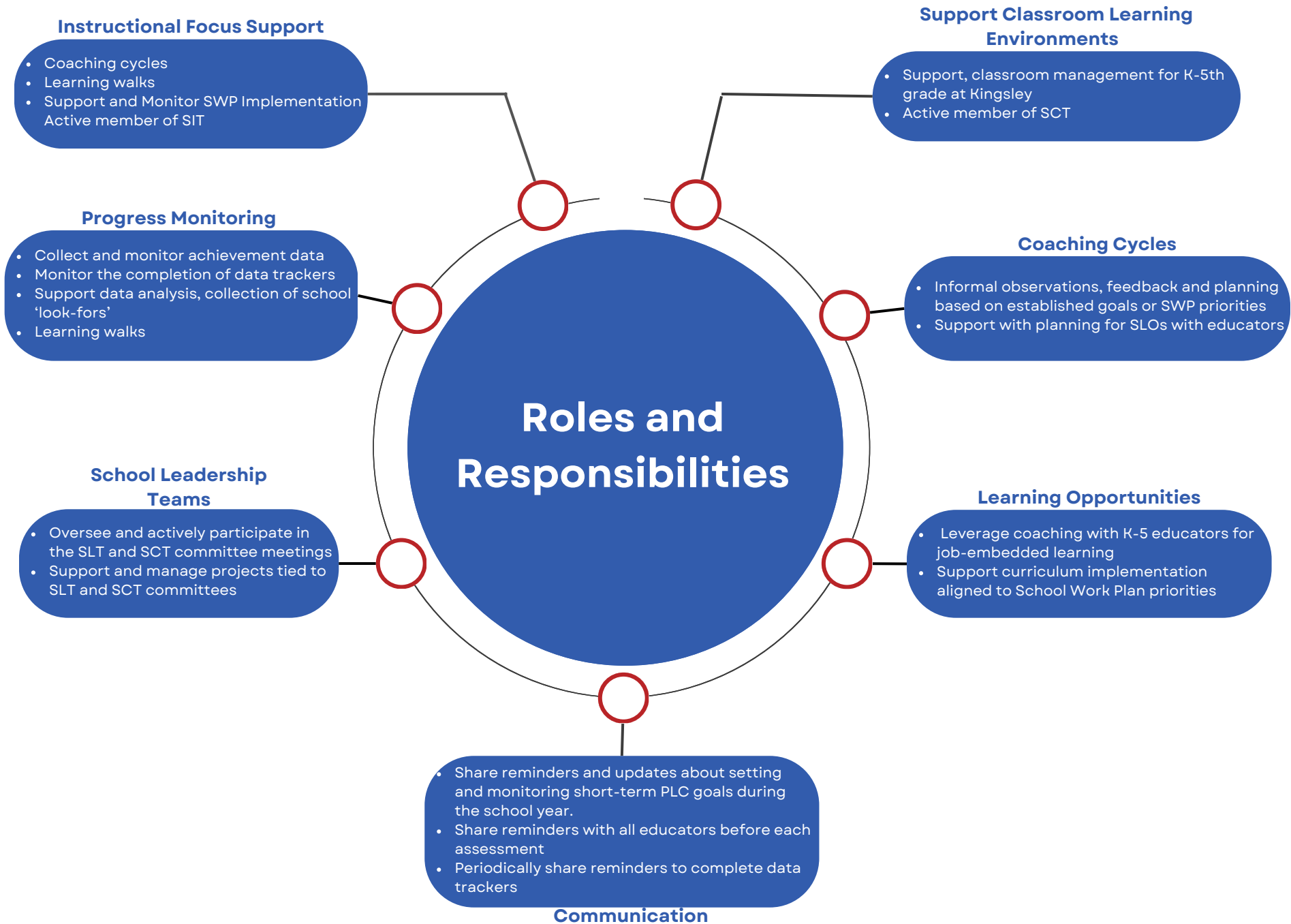
# Administrative Assistant - TBD



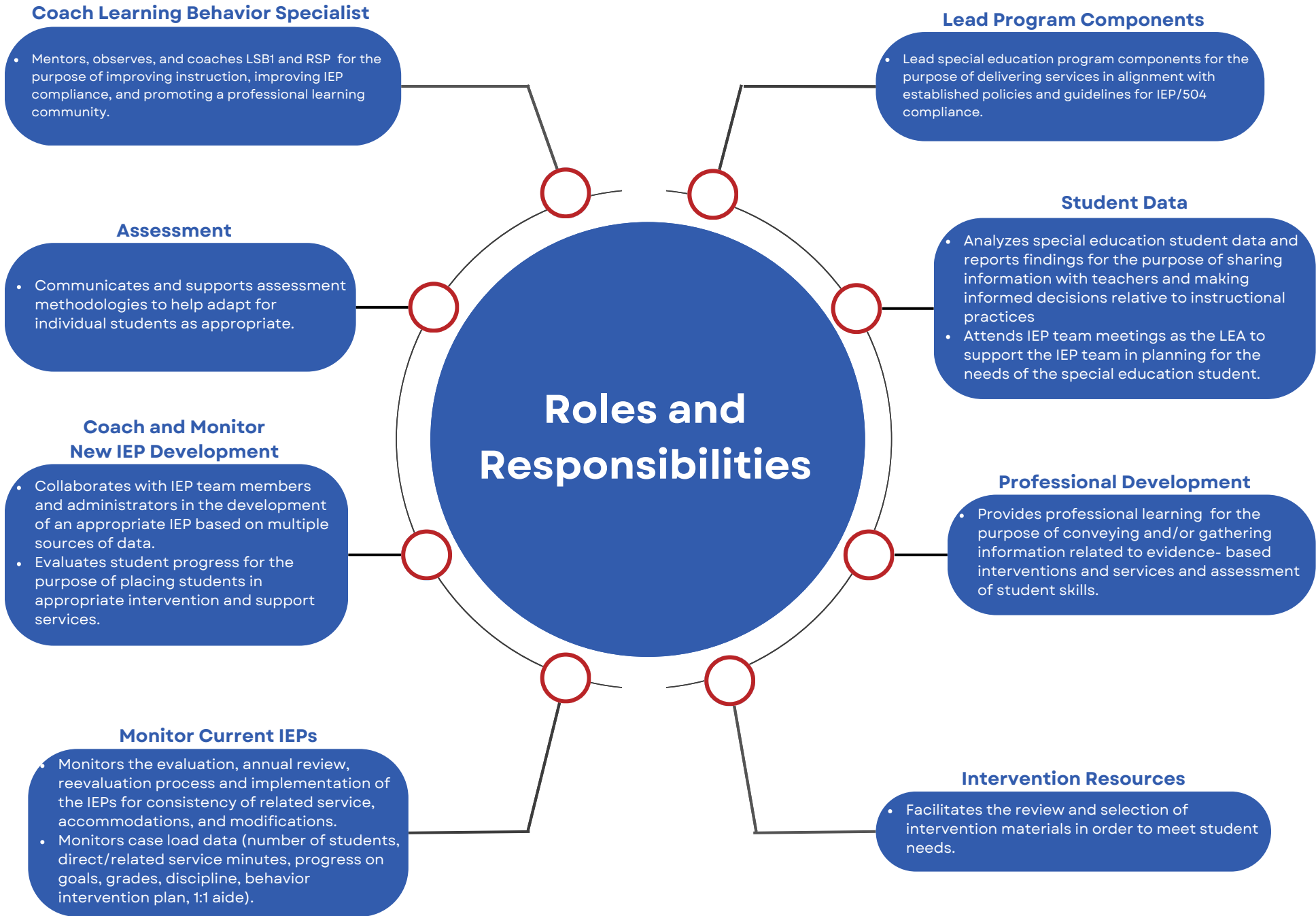
# School Nurse - J. Barrett



# Instructional Coach - N. Abraham



# IES Coordinator - S. Brooks



# Interventionist - J. Webber

## Support MTSS Process

- Assess students and groups of students using universal screening and diagnostic assessments.
- Uses quantitative and qualitative data to provide targeted supports.
- Provides assistance to educators on the use of Branching Minds(MTSS platform).

## Leadership with MTSS

- Analyzes school-wide achievement and behavior data for the purpose of supporting overall implementation of MTSS and SWP goals.
- Provides Professional Learning on intervention, progress monitoring and assessment for educators.

## Collaboration with Educators

- Meets with grade-level teams to discuss student progress and provide strategies.
- Support educators with Tier 2 plans for students exiting Tier 3 intervention.
- Collaborates with Academic Instructional Coach and educators for the purpose of strengthening student intervention.

## Write and Maintain MTSS Plans

- Creates intervention plans in Branchings Minds (MTSS Platform),
- Monitors the progress of their caseload, and maintains data outcome records.
- Provides regular communication to families.
- Monitor/ensure building plans are maintained.

# Roles and Responsibilities

## Additional Functions

- Analyzes incident report data for the purpose of maintaining a positive learning environment.
- Performs any other duties as assigned.

## Collaboration with District

- Attends and participates in ongoing professional learning to build expertise in evidence-based intervention practices.
- Engages with the Districtwide Intervention team.



# Head Custodian - D. Crayton

