Kingsley Elementary A Dedicated Community Inspiring All Comets to SOAR



David Davis
Principal
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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

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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
Support Instructional Vision - coaching

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

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



Samantha Brooks IES Coordinator

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.



<u>Delnore Crayton</u> <u>Head Custodian</u>

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

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



Jen Webber Interventionist

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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

School Work Plan (SWP) Priorities

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

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

Professional Learning

Development of professional learning opportunities aligned with SWP priorities

Instructional Coaching

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

Roles and Responsibilities

PLC Process and Staff Appraisal

- Monitor <u>PLC Process</u>
- 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/Conciege

- 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

Roles and

Culture and Climate

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

School Work Plan (SWP) **Priorities**

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

Parent Support

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

Responsibilities

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

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

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

Roles and

Responsibilities

Maintain the Main Office

- Work closely with administration, the school nurse, food service, and school custodians to help systems within the school to flow smoothly.
- · Maintain the office and storage closet.

Manage Purchasing

- Support/Manage Student Activity Fund accounts.
- Manage and support school supplies and or furniture for staff and students

Assist with Attendance

- Welcome in lace arrivals- sign-in and check on lunch.
- Manage students who leave school before dismissal

Dismissal Support

- Support supervision for students awaiting pick up after dismissal.
- Communicate with transportation department when busses are late.

Substitue Coverage

- Manage and support substitute coverage for staff.
- Provide guest educators with schedule and/or attendance roster.

Operations

- Solidify and organize schedules for Picture Day.
- Communicate and secure permits for school events.
- Support coordination of logistics for school wide events.
- Manage timesheets before submitting to the principal for approval.
- Address function concerns with copy machine and laminator and call for support as needed.

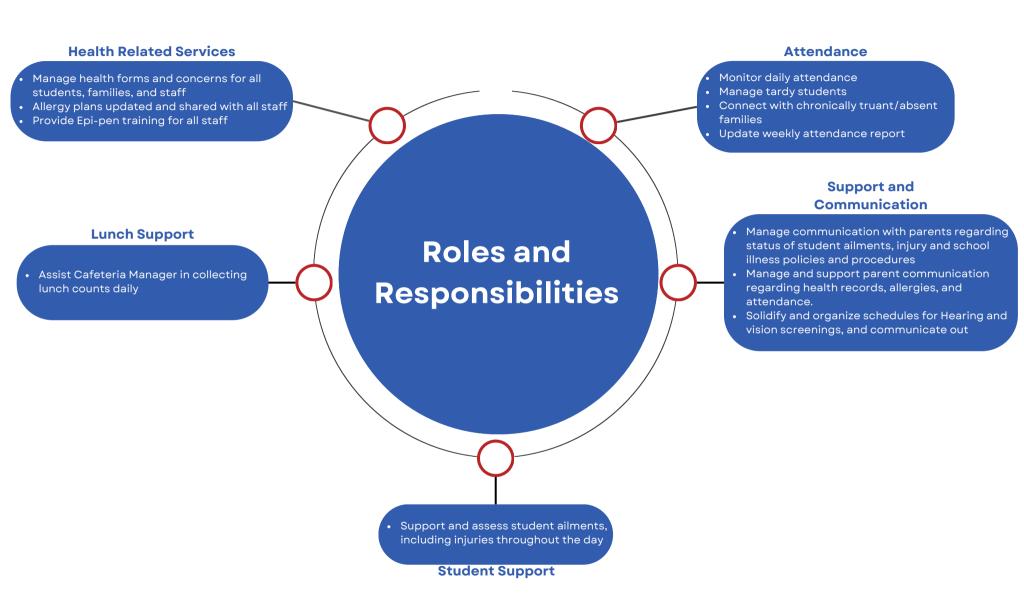
Support Building Professional Learning

- Create PL sections in Power School
- · Maintain records of meeting attendance.

Assist with Special Projects

- Ordering catering for special staff events
- Ordering instructional materials.

School Nurse - J. Barrett



Instructional Coach - N. Abraham

Instructional Focus Support

- Coaching cycles
- Learning walks
- Support and Monitor SWP Implementation Active member of SIT

Progress Monitoring

- Collect and monitor achievement data
- Monitor the completion of data trackers
- Support data analysis, collection of school 'look-fors'
- Learning walks

School Leadership Teams

- Oversee and actively participate in the SLT and SCT committee meetings
- Support and manage projects tied to SLT and SCT committees

Support Classroom Learning Environments

- Support, classroom management for K-5th grade at Kingsley
- Active member of SCT

Coaching Cycles

- Informal observations, feedback and planning based on established goals or SWP priorities
- Support with planning for SLOs with educators,

Roles and Responsibilities

- Share reminders and updates about setting and monitoring short-term PLC goals during the school year.
- Share reminders with all educators before each assessment
- Periodically share reminders to complete data trackers

Communication

Learning Opportunities

- Leverage coaching with K-5 educators for job-embedded learning
- Support curriculum implementation aligned to School Work Plan priorities

IES Coordinator - S. Brooks

Roles and

Responsibilities

Coach Learning Behavior Specialist

 Mentors, observes, and coaches LSB1 and RSP for the purpose of improving instruction, improving IEP compliance, and promoting a professional learning community.

Assessment

 Communicates and supports assessment methodologies to help adapt for individual students as appropriate.

Coach and Monitor New IEP Development

- Collaborates with IEP team members and administrators in the development of an appropriate IEP based on multiple sources of data.
- Evaluates student progress for the purpose of placing students in appropriate intervention and support services.

Monitor Current IEPs

- Monitors the evaluation, annual review, reevaluation process and implementation of the IEPs for consistency of related service, accommodations, and modifications.
- Monitors case load data (number of students, direct/related service minutes, progress on goals, grades, discipline, behavior intervention plan, 1:1 aide).

Lead Program Components

Lead special education program components for the purpose of delivering services in alignment with established policies and guidelines for IEP/504 compliance.

Student Data

- Analyzes special education student data and reports findings for the purpose of sharing information with teachers and making informed decisions relative to instructional practices
- Attends IEP team meetings as the LEA to support the IEP team in planning for the needs of the special education student.

Professional Development

 Provides professional learning for the purpose of conveying and/or gathering information related to evidence- based interventions and services and assessment of student skills.

Intervention Resources

Facilitates the review and selection of intervention materials in order to meet student needs.

Interventionist - J. Webber

Roles and

Responsibilities

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).

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.

Additional Functions

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

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.

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.

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



- Train and build capacity of Team members
- Delegate and plan team responsibities
- Support recycling during lunch
- Clean facilities and grounds
- Summer maintenance
- Secure Facility and Grounds (doors, gates, alarms, lights, etc.)

Building Emergencies

- Respond to safety or operational concerns (i.e.damage, vandalism, alarms) to notify appropriate personnel
- Bathroom Needs
- Classroom spells or cleaning needs during the day.

Monitor Classroom Needs

- Monitor Kingsley Maintenance Request
- Classroom recycling

Roles and Boxes for packing and storing resources

- **Building Supplies and Needs**
- Snow and Ice removal
- Replenish classroom and restroom supplies

Setup and preparation for Kingsley events

Responsibilities

Lunchroom setup

Building Events