

Kingsley Elementary

A Dedicated Community Inspiring All Comets to SOAR



David Davis
Principal

davisda@district65.net
Set Instructional Vision. Develop a Professional Learning Plan. Implementation of Instructional Coaching Program. School Work Plan Priorities, and Staff Evaluation. Special Education Support. Parent and community Communication. Collaboration with PTA. Support Custodial Team, School Leadership, Climate, Intervention, MTSS Team, Nurse and Administrative Assistant.



Clara Estrella
Administrative Assistant

hello@reallygreatsite.com
Substitutes, Purchasing, Parent support and communication, Attendance of students and staff meetings, Building Operations, Student support



Delnore Crayton
Head Custodian

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.



Tiffany Chapman
Assistant Principal

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, MTSS Team, and Paraprofessional. Lunchroom Supervisors and Sustainability Plan.



IES Coordinator

@district65.net
Assist and coach LBSIs, 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.



Jen Webber
Interventionist

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 and 2 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 (SLT) and Climate Committees (SCT) 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

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

PLC Process and Staff Appraisal

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

Roles and Responsibilities

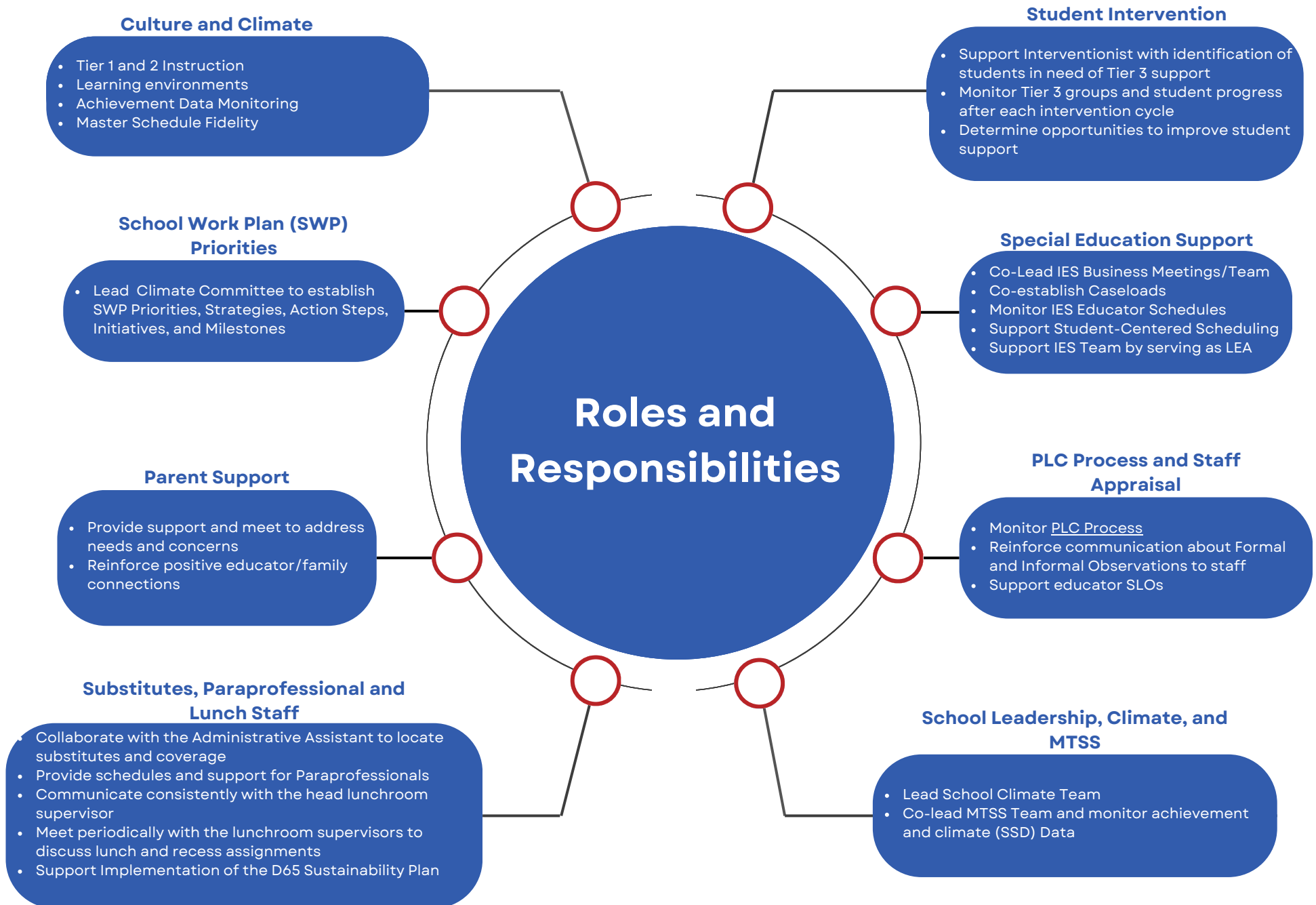
School Leadership, Climate, IES, and MTSS

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

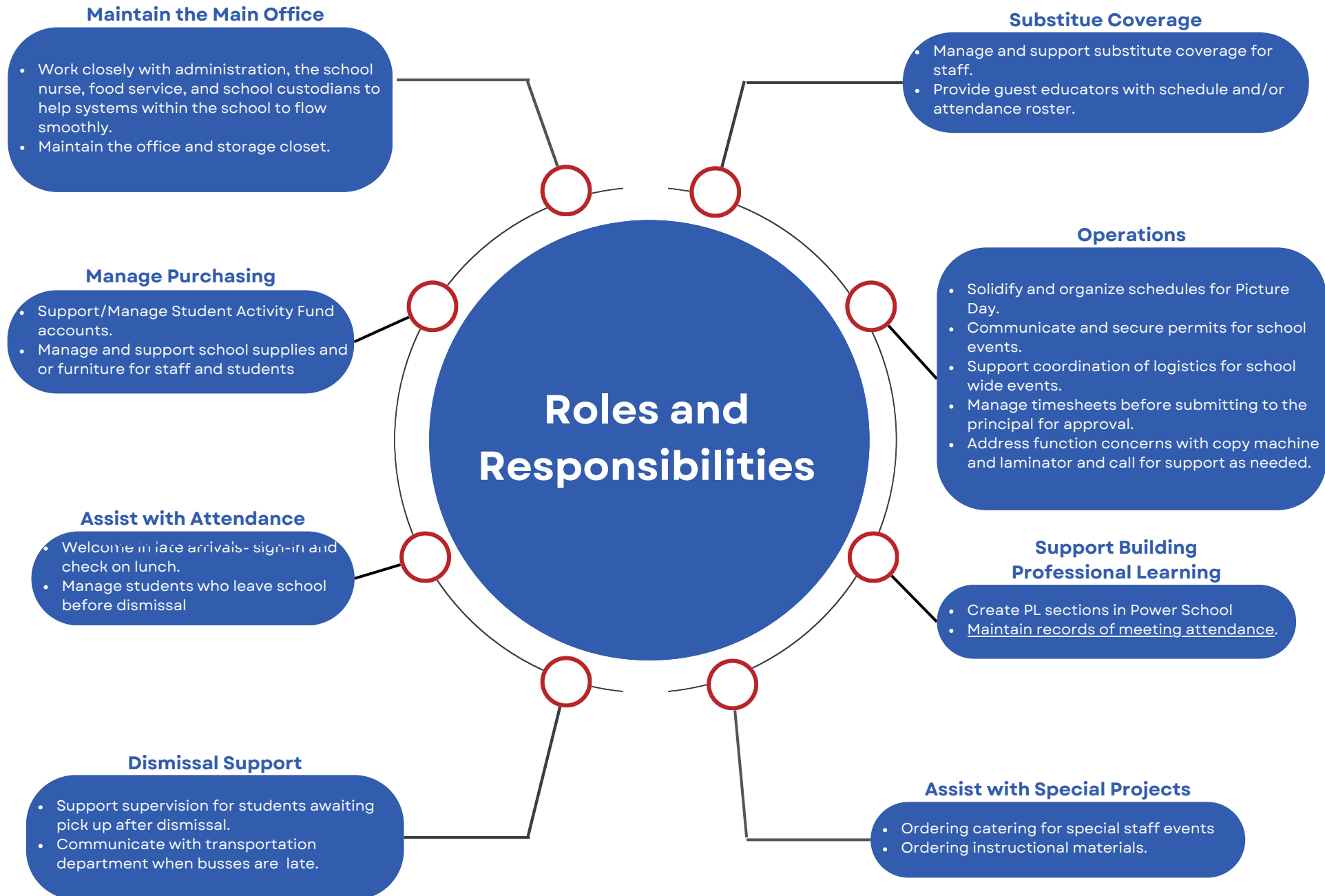
Administrative Assistant/Custodians/Concierge

- 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 Concierge

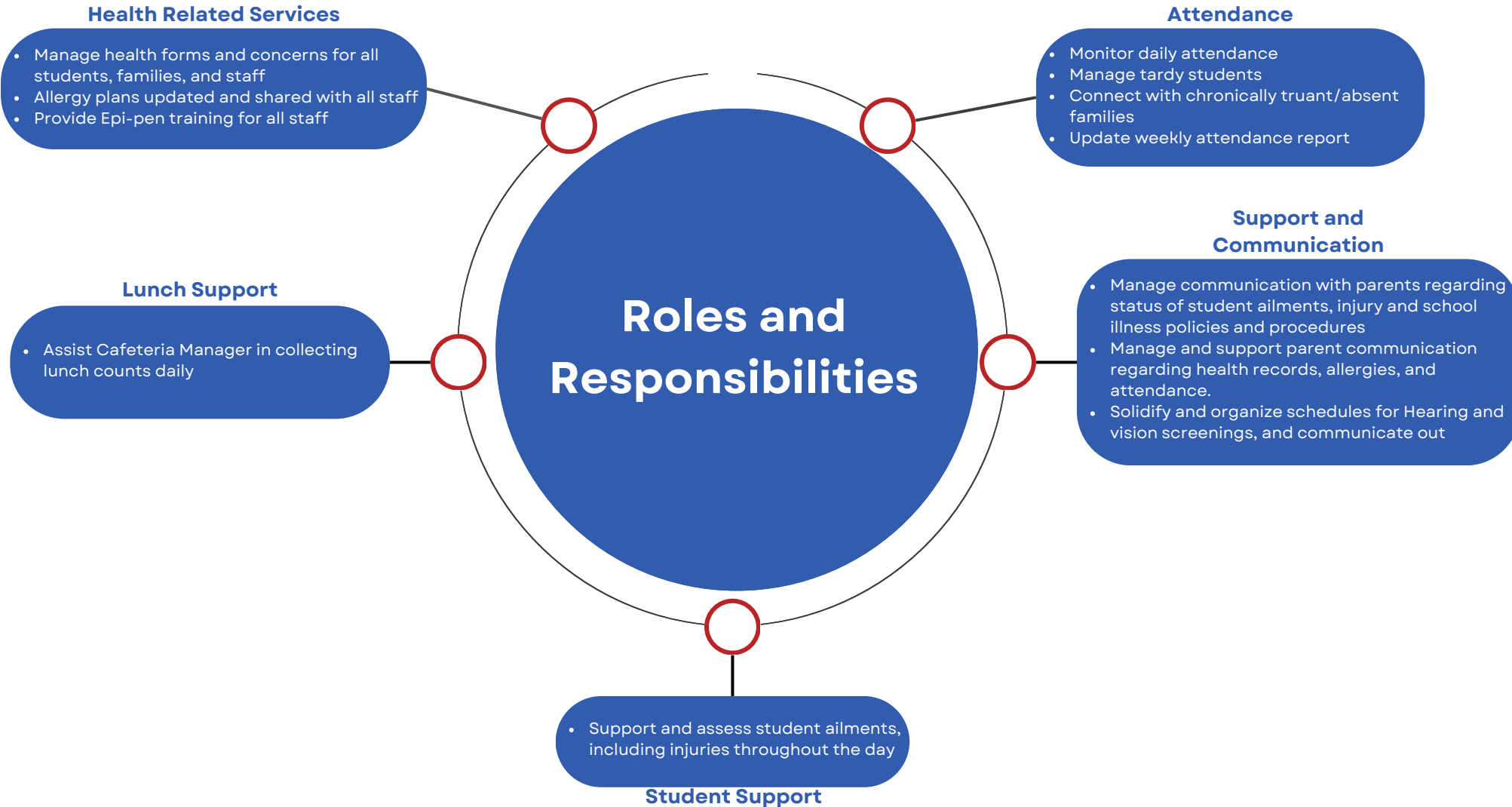
Assistant Principal - T. Chapman



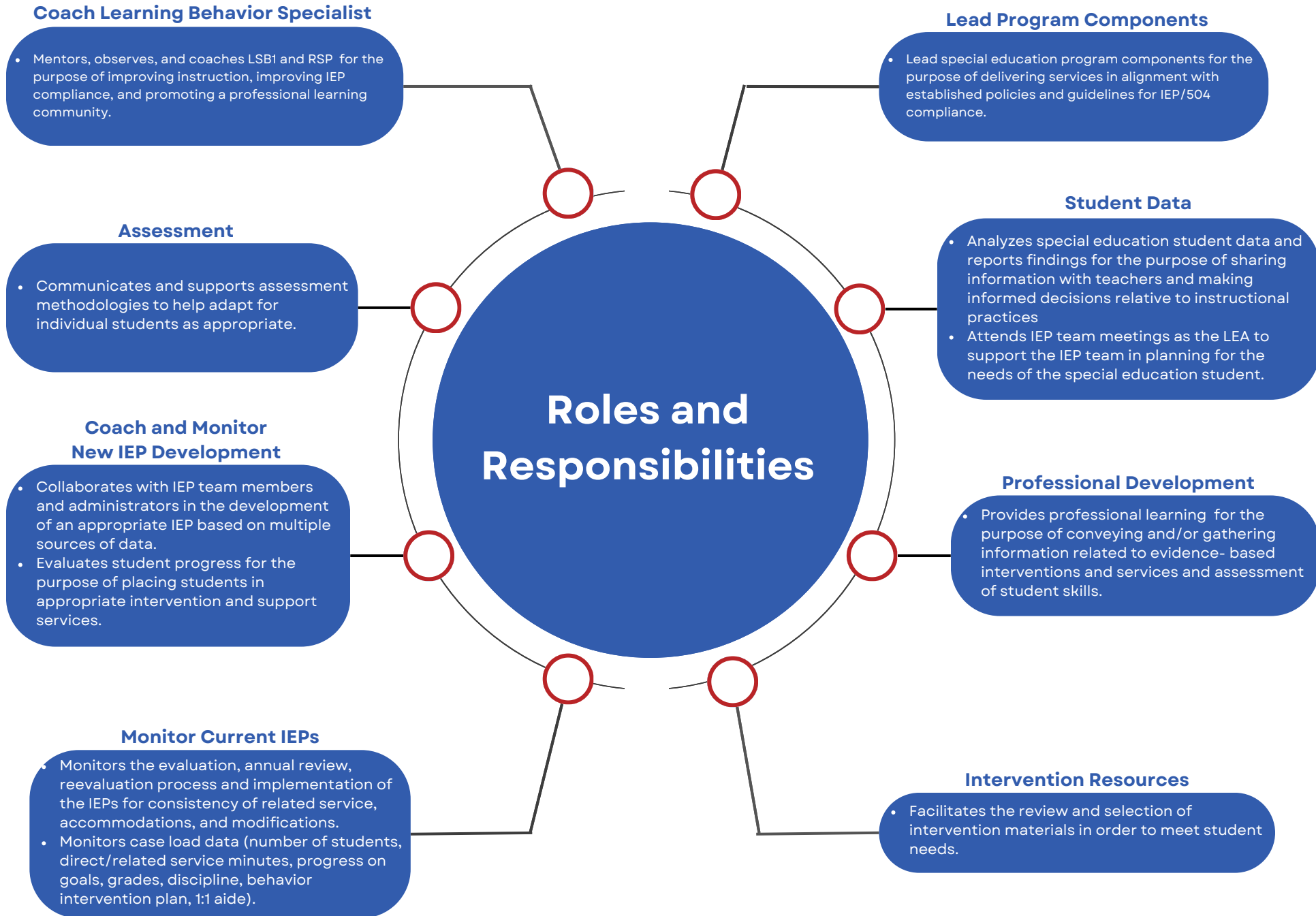
Administrative Assistant - C. Estrella



School Nurse - J. Barrett



IES Coordinator -



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

