# 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 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.





<u>Tiffany Chapman</u> <u>Assistant Principal</u>

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



<u>Clara Estrella</u> <u>Administrative Assistant</u>

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



### **IES** Coordinator

@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>

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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 and 2 Instruction
- Learning environments
- · Achievement Data Monitoring
- Master Schedule Fidelity

### School Work Plan (SWP) Priorities

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

### 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

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

### 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/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 Concierge

### <u> Assistant Principal - T. Chapman</u>

#### **Culture and Climate**

- Tier 1 and 2 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

Support Interventionist with identification of students in need of Tier 3 support

Student Intervention

- 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

### Roles and Responsibilities

### **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 climate (SSD) Data

### **Administrative Assistant - C. Estrella**

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.

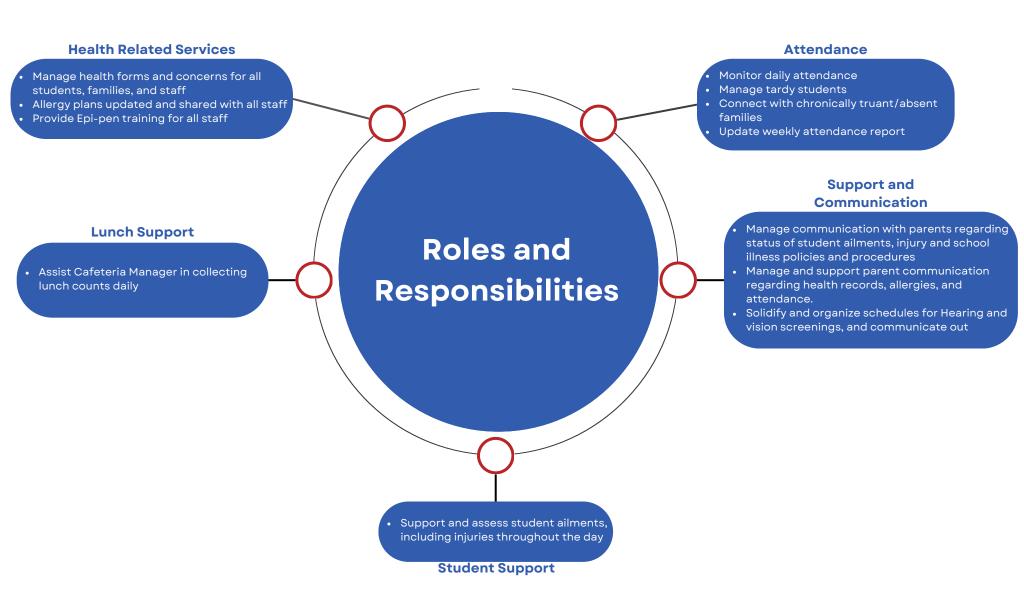
### Support Building Professional Learning

- 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**



### **IES Coordinator -**

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.

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### **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 Responsibilities

- Boxes for packing and storing resources
  - Snow and Ice removal
  - Replenish classroom and restroom supplies

**Building Supplies and Needs** 

- Setup and preparation for Kingsley events
- Lunchroom setup

**Building Events**