



# Roles & Responsibilities for School District

| <b>District Assessment Coordinator (DAC)</b>  | <b>Teacher</b><br>Kindergarten, Transitional Kindergarten, and special education teachers supporting kindergarteners  | <b>Principal</b>   | <b>District WaKIDS Support Staff</b><br>Paraprofessionals, specialists, librarians, counselors, etc.   | <b>Curriculum Director</b>  |
|---|---|--|--|---|
| <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Enable access to MTS for principals/admins.</li> <li>- <b>July - early Oct.:</b> Create classes and assign teachers in MTS.</li> <li>- <b>Aug. - Oct.:</b> Import children into MTS and request transfers in WAMS.</li> <li>- <b>Sept. – Nov. 15:</b> Monitor assessment progress and assist with implementation.</li> <li>- <b>3 business days after Nov. 15:</b> Individually support teachers without 100% finalized data and confirm 100% completion for the district.</li> <li>- <b>Sept. – Nov.:</b> Generate reports and analyze fall data (Available as soon as fall checkpoint is complete).</li> <li>- <b>Winter - Spring:</b> Utilize MTS reports and data to identify children with gaps and plan for monitoring progress for growth.</li> <li>- <b>June:</b> Save SY data, conduct year end account clean-up.</li> <li>- <b>TK: DATA IS DUE IN 10 WEEKS FROM THE PROGRAM START DATE.</b></li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Utilize MTS and <i>GOLD</i>® data to identify children with gaps and make a plan for monitoring progress for growth (teachers can access the tool year-round upon completion of the WaKIDS 101 training).</li> <li>- <b>Spring - Summer:</b> Connect and collaborate with early learning providers on incoming children.</li> <li>- <b>Summer:</b> Teachers new to kindergarten complete WaKIDS 101 and complete Interrater Reliability within WaKIDS 101 training window.</li> <li>- <b>Beginning of year:</b> Conduct Family Connection Meetings.</li> <li>- <b>Beginning of year – Nov. 15:</b> Conduct the Whole-child Assessment and use data to inform instruction.</li> <li>- <b>Prior to Nov. 15 at 9 PM:</b> Finalize checkpoint in MTS.</li> <li>- <b>Optional:</b> Use <i>GOLD</i>® for TPEP.</li> <li>- <b>TK: DATA IS DUE IN 10 WEEKS FROM THE PROGRAM START DATE.</b></li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Provide professional development and resources (furniture, materials etc.) to create learning environment that is conducive to full-day kindergarten.</li> <li>- <b>Spring - Fall:</b> Support Family Connection and Early Learning Collaboration efforts by identifying and connecting with families and early learning providers.</li> <li>- <b>Summer - Fall:</b> Ensure that teachers new to kindergarten complete WaKIDS 101.</li> <li>- <b>Optional in Summer - Fall:</b> Complete optional 3-hour asynchronous WaKIDS for Admin training.</li> <li>- <b>Sept. - Nov. 15:</b> Monitor Whole-child Assessment progress and provide support throughout.</li> <li>- <b>TK: DATA IS DUE IN 10 WEEKS FROM THE PROGRAM START DATE.</b></li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Support implementation of full-day kindergarten classroom.</li> <li>- <b>Optional in Summer:</b> Complete the optional WaKIDS 101 for Support Staff training.</li> <li>- <b>Fall:</b> Assist kindergarten and Transitional Kindergarten teachers in observing and collecting documentations.</li> <li>- <b>Fall:</b> Assist Family Connection Meetings as needed.</li> <li>- <b>Spring – Fall:</b> Support Early Learning Collaboration as needed.</li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Coordinating professional development based on needs identified from <i>GOLD</i>® data.</li> <li>- <b>Ongoing:</b> Advocate for paraprofessionals and other supports to assist teachers (ex. providing resources to purchase furniture, equipment, and materials) to create kindergarten classroom learning environments that are conducive to full-day kindergarten.</li> <li>- <b>Ongoing:</b> Support teachers in identifying culturally sustaining instructional approaches that close opportunity gaps.</li> <li>- <b>Fall - Winter:</b> Identifying curricular resources for children entering kindergarten significantly behind or ahead of their peers.</li> </ul> |

\*Every district allocates roles and responsibilities differently. Please review the responsibilities and be sure that they are adequately assigned within your school district.

\*MTS stands for MyTeachingStrategies®, the platform teachers use to enter data.

| Office of Superintendent of Public Instruction (OSPI)   | Educational Service District (ESD)   | Teaching Strategies, LLC   |
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| <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Communicate WaKIDS policy changes and updates through formal bulletins.</li> <li>- <b>Ongoing:</b> Work in collaboration with other state partners to identify and make available successful early learning collaboration strategies.</li> <li>- <b>Ongoing:</b> Work with Teaching Strategies, LLC to create time-saving strategies and to continuously improve the online assessment tool.</li> <li>- <b>Ongoing:</b> Provide support to ESD WaKIDS Coordinators around WaKIDS implementation. For example, creating centralized location for resources, providing appropriated professional development and collecting technical assistance needs.</li> <li>- <b>Ongoing:</b> Host office hours/webinars.</li> <li>- <b>Summer:</b> Develop the WaKIDS Whole-child Assessment Implementation for Teachers and Quick Start Guide for DAC and provide to ESD WaKIDS Coordinators for distribution.</li> <li>- <b>Summer:</b> Provide WaKIDS trainings (101, Refresher, Admin and Support Staff) online.</li> <li>- <b>Oct. - Feb.:</b> Provide reimbursement and clock hours to teachers after training and completion of Interrater Reliability.</li> <li>- <b>Oct. &amp; Feb.:</b> Provide information to school districts and ESDs about the Interrater Reliability Certification status and training history of teachers.</li> <li>- <b>February:</b> Assist Student Information team at OSPI to post WaKIDS data to WAMS and State Report Card.</li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Provide technical assistance for WaKIDS and information to school district staff about WaKIDS training and resources.               <ul style="list-style-type: none"> <li>o Communicate with districts in their own region about assessment progress leading up to the checkpoint on 11/15.</li> <li>o Provide technical assistance support as needed.</li> <li>o Distribute the WaKIDS Quick Start Guide to DACs and offer assistance around the document and tasks outlined in the document.</li> </ul> </li> <li>- <b>Ongoing:</b> Share webinar and office hour responsibility with OSPI.</li> <li>- <b>Ongoing:</b> Support districts with the TK survey so they submit and update their TK programming information as needed.</li> <li>- <b>Ongoing:</b> Direct district staff interested in purchasing Teaching Strategies GOLD® assessment portfolios for other grade levels than kindergarten to Teaching Strategies, LLC.</li> <li>- <b>Ongoing:</b> Share technical assistance needs with OSPI through mutually agreed method, i.e., survey.</li> <li>- <b>Ongoing:</b> Provide fee for service professional development for districts.</li> <li>- <b>Aug. – Nov. 15:</b> Provide information to school districts about the assessment status of teachers leading up to the Nov. 15 assessment deadline. Update OSPI on progress and any anomalies.</li> <li>- <b>3 business days after Nov. 15:</b> Confirm fall checkpoint assessment completion. Report to OSPI.</li> <li>- <b>Fall – Winter:</b> Support districts so their new TK teachers are trained on time and ensure they complete the Whole-child Assessment in 10 weeks from the program start date.</li> </ul> | <ul style="list-style-type: none"> <li>- <b>Ongoing:</b> Support for issues with MTS®.               <ul style="list-style-type: none"> <li>o For technical issues related to the MTS® online platform call: 844-853-4653 between 7 am and 9 pm Eastern Standard Time. If your issue is not time sensitive, you may also email: wakids@teachingstrategies.com.</li> <li>o There is typically a 48 hour turn around on emails, but telephone support provides immediate assistance.</li> </ul> </li> <li>- <b>Ongoing:</b> MTS® online resources.               <ul style="list-style-type: none"> <li>o Teaching Strategies, LLC has a self-help portal with over 900, easily searchable articles to assist you. To access the portal, please click here.</li> </ul> </li> <li>- <b>Ongoing:</b> Cohost webinars with OSPI and provide professional development for ESD WaKIDS Coordinators in collaboration with OSPI.</li> </ul> |

\*Find ESD P-3 Coordinators [here](#).