WaKIDS Roles & Responsibilities for School District

District Assessment Coordinator (DAC)	Teacher TK, Kindergarten, and Special Education teachers supporting kindergarteners	Principal	District WaKIDS Support Staff Paraprofessionals*, specialists*, librarians*, curriculum director**, etc.
- **Ongoing:** Enable access to *SmartTeach*™ for principals/admins. DAC cannot grant access to teachers. - **Beginning of Program:** • Create classes and assign teachers in *SmartTeach*™. This step is required for teachers to begin the Whole-child Assessment. • Import children into *SmartTeach*™ and request transfers in WAMS. Ensure TK classes have Prek-4 blue band enabled. - **Throughout checkpoint:** - Monitor teacher's Whole-child Assessment progress and support them to finalize on time by November 15 at 9pm. • Transfer requests must be made by 2 weeks prior to a checkpoint. - **3 days after checkpoint:** Individually support teachers without 100% finalized data and confirm 100% completion for the district. - **Note for TK programs:** TK programs must complete the Whole-child Assessment at the start of the program and one more time during the school year. Checkpoint dates: • November 15 (fall) • March 15 (winter) • June 15 (spring) - **Ongoing:** Utilize *SmartTeach*™ and WAMS reports to support principals with analyzing data for monitoring student progress. - **June:** Save SY data, conduct year end account clean-up.	- **Summer:** Teachers new to kindergarten and TK complete WaKIDS 101 and complete Interrater Reliability within WaKIDS 101 training window. - **Beginning of program:** Conduct Family Connection Meetings. This is typically the first 3 days of school. - **Throughout checkpoint:** Conduct the Whole-child Assessment and use data to inform instruction. Teachers should use the full checkpoint window for the Whole-child Assessment. - **Prior to checkpoint at 9 PM:** Finalize checkpoint in *SmartTeach*™. - **Note for TK programs:** TK programs must complete the Whole-child Assessment at the start of the program and one more time during the school year. Checkpoint dates: • November 15 (fall) • March 15 (winter) • June 15 (spring) - **Optional:** Use *GOLD*® for TPEP and Student Growth Goals.	- **Ongoing:** Provide professional development and resources (furniture, materials etc.) to create developmentally appropriate learning environments conducive to observational Whole-child Assessment. - **July – Oct:** Ensure that teachers new to TK and kindergarten complete WaKIDS 101. - **Spring - Fall:** Support Family Connection and Early Learning Collaboration efforts by connecting with families and early learning providers. - **July – Oct:** Complete 3-hour WaKIDS for Admin training. - **Throughout checkpoint:** Monitor Whole-child Assessment progress and provide support throughout. - **Optional:** Use *GOLD*® for TPEP and Student Growth Goals.	- ***Ongoing:** Support with documentation collection for the Whole-child Assessment. - ***July – October:** Complete the optional WaKIDS 101 for Support Staff training. - ***Beginning of program:** Assist with Family Connection Meetings as needed. - ***Throughout Checkpoint:** Support with documentation collection for the Whole-child Assessment for TK and kindergarten teachers. - ***Spring – Fall:** Support Early Learning Collaboration as needed. - ****Ongoing:** • Coordinating professional development based on needs identified from *GOLD*® data. • Advocate for paraprofessionals and other supports to assist teachers (ex. providing resources to purchase furniture, equipment, and materials) to create developmentally appropriate learning environments. • Support teachers with culturally sustaining instructional approaches.

• Every district allocates roles and responsibilities differently. Please review the responsibilities and be sure they are adequately assigned within your school district.
• Please note, in June 2024, *MyTeachingStrategies*® became *SmartTeach*™, the platform teachers use to enter data.

![WaKIDS] Technical Assistance and Support

Office of Superintendent of Public Instruction (OSPI)	Educational Service District (ESD)	Teaching Strategies, LLC

- **Summer**: Develop and distribute the WaKIDS Whole-child Assessment Implementation for Teachers and the Implementation Guide for DACs and provide support for the tasks outlined.
- **Summer and Fall:**
• Provide asynchronous WaKIDS trainings (101, Refresher, Admin and Support Staff).
• Transfer *SmartTeach*™ usernames between districts.
• Create *SmartTeach*™ username for teachers (only path for creating usernames).
- **Ongoing:**
• Communicate WaKIDS policy changes and updates through formal bulletins.
• Collaborate with state partners around successful early learning collaboration strategies.
• Collaborate with Teaching Strategies, LLC to enhance the Whole-child Assessment tool.
• Provide WaKIDS implementation support to ESD and district WaKIDS Coordinators.
• Host office hours/webinars.
• Communicate Whole-child Assessment progress and irregularities with districts leading up to the required checkpoint dates.
• Answer questions at the wakids@k12.wa.us email.
- **Oct & Feb:** Inform school districts and ESDs about WaKIDS 101 completion and IRR Certification. Provide reimbursement and clock hours to teachers after WaKIDS 101 and IRR trainings.
- **February**: Assist OSPI Student Information team with WaKIDS data/ WAMS for the State Report Card.
	- **Ongoing:**
	• Provide technical assistance for WaKIDS and information to school district staff about WaKIDS training and resources.
	  o Update OSPI WaKIDS staff on progress leading up to required checkpoint dates and any irregularities.
	  o Provide technical assistance support as needed
	• Direct school districts and other community partners to information and resources about WaKIDS.
	  o Direct district staff interested in purchasing Teaching Strategies GOLD® assessment portfolios for grade levels other than kindergarten to Teaching Strategies, LLC.
	• Share technical assistance needs with OSPI through mutually agreed method, i.e., survey.
	  o Participate in technical assistance sessions and professional development opportunities delivered by Teaching Strategies, LLC and sponsored by OSPI.
	  o Support districts to ensure new TK and K teachers are trained in a timely manner and able to complete the Whole-child Assessment in the required timeframe.
	  o Submit a completed data share agreement with *Statement of Confidentiality and Non-disclosure* for all staff who have access to WaKIDS Whole- child Assessment data.
		- **Ongoing**: Support for issues and questions with *GOLD®* and *SmartTeach*™.
		• For technical issues related to the *SmartTeach*™ 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.
		• There is typically a 48-hour turn-around on emails, but telephone support provides immediate assistance
		• Teaching Strategies has a self-help portal with over 900, easily searchable articles to assist you. To access the portal, please click here.
		• In collaboration with OSPI, provide professional development for ESD WaKIDS Coordinators.