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 <u>cannot</u> grant access to teachers.
• **Beginning of Program:**
  o Create classes and assign teachers in *SmartTeach*™. This step is required for teachers to begin the Whole-child Assessment.
  o Import children into *SmartTeach*™ and request transfers in WAMS.
• **Throughout checkpoint:**
  o Monitor teacher's Whole-child Assessment progress and support them to finalize on time by November 15 at 9pm.
  o 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)
  • TK Checkpoint Guidance
• **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:
	  o November 15 (fall)
	  o March 15 (winter)
	  o 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.
		  o **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:**
			  o Coordinating professional development based on needs identified from *GOLD*® data.
			  o Advocate for paraprofessionals and other supports to assist teachers (ex. providing resources to purchase furniture, equipment, and materials) to create developmentally appropriate learning environments.
			  o 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.

![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:** o Provide asynchronous WaKIDS trainings (101, Refresher, Administrator, Support Staff, and Paraprofessionals). o Transfer *SmartTeach*TM usernames between districts. o Create *SmartTeach*TM username for teachers (only path for creating usernames). • **Ongoing:** o Communicate WaKIDS policy changes and updates through formal bulletins. o Collaborate with state partners around successful early learning collaboration strategies. o Collaborate with Teaching Strategies, LLC to enhance the Whole-child Assessment tool. o Provide WaKIDS implementation support to ESD and district WaKIDS Coordinators. o Host office hours/webinars. o Communicate Whole-child Assessment progress and irregularities with districts leading up to the required checkpoint dates. o Answer questions at the wakids@k12.wa.us email. • **Oct & Feb:** Inform school districts and ESDs about WaKIDS 101 completion and IRR Certification. Provide 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. • 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. • 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*TM. o For technical issues related to the *SmartTeach*TM 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. o There is typically a 48-hour turn-around on emails, but telephone support provides immediate assistance o The SmartTeachTM Support Portal is a self-help portal with over 900 easily searchable articles to assist you. The Support Portal is your first place to get *GOLD®* support. o In collaboration with OSPI, provide professional development for ESD WaKIDS Coordinators.

Find ESD P-3 Coordinators here.