

## KRR PROGRAM COORDINATOR ROLES AND RESPONSIBILITIES

Kansas Reading Roadmap's mission is *Creating a pathway to learning for every child.*

A KRR site agrees to implement the KRR framework through the provision of school day supports, out-of-school supports (afterschool and summer programming), and family supports in alignment and coordination with the Kansas Multi-Tier System of Supports (MTSS) framework.

The KRR Program Coordinator is an employee of the site administering the program and is responsible for managing all aspects of program implementation as outlined in the annual KRR Grant Agreement. The Program Coordinator reports to the principal, superintendent, or site manager who has oversight of the site's KRR implementation. The Program Coordinator receives technical support from: the KRR State Program Director, KRR LIFE Director, and the assigned KRR Program Manager.

The following are job responsibilities of the KRR Program Coordinator:

### Kansas Reading Roadmap

- Maintain inventory of all KRR curriculum, equipment, resources, and other supplies
- Participate in KRR orientation and trainings, meetings and conference calls, both in-person and remote.
  - » KRR Program Managers conduct bi-weekly conference calls and Huddles twice a year
- Order and organize all KRR and KRR LIFE materials
- Assist site's finance department with annual budget, quarterly expenses and finance reports, as needed
- Update and maintain the following schoolwide documentation for program evaluation (when applicable)
  - » MTSS structuring and implementation documents necessary for MTSS implementation
  - » Grade level Composite Indicator and Predictive Indicator reports from Fall, Winter and Spring universal screening results
  - » Individual student data and individual student CBM results required for KU evaluation
- Update and maintain the following KRR student documents monthly
  - » Student Attendance Tracker
  - » Individual Independent Reading/One Minute Reader Tracker
  - » KRR Tutor Fidelity & Quality Tracker
  - » KRR LIFE Attendance and ID Tracker
  - » KRR LIFE Fidelity Scoring Tracker
  - » Donation and Grant Request Tracker
- Communicate regularly with KRR Program Manager and KRR LIFE Director about questions or concerns to ensure quality program implementation
- Develop and maintain quality program resources and communication with KRR site staff

## School Collaboration (where applicable)

- Serve as a member on the school's MTSS Building Leadership Team to ensure quality procedures
- Frequently attend MTSS Grade Level Collaboration Team meetings to recruit, retain, and place students in appropriate literacy support
- Support the school's implementation of the MTSS framework as it relates to out-of-school programming

## Afterschool and Summer Programs

- Recruit and hire qualified tutors for afterschool and summer program
- Ensure fidelity of subject matter taught by tutors per KRR guidelines and maintain lesson plans from every staff member throughout afterschool and summer programs
- Establish an organized check-out system for all KRR curriculum materials
- Identify technology needs and work with school technology staff to implement
- Ensure all KRR program activity is properly documented, processed and retained
- Coordinate with site's Transportation, Nutrition, and Maintenance departments for all aspects of programming
- Ensure child protection and safety at all times. Communicate with staff the emergency preparedness plan for all out-of-school programming
- Implement activities to encourage participation and attendance in out-of-school programs
- Based on the needs of participating students, develop out-of-school program schedules with appropriate skill and age groups based on maximum staff-to-child ratios for each component

## Family Engagement—KRR LIFE (Literacy Integrated Family Engagement)

The KRR Program Coordinator serves as the liaison between KRR LIFE and the site. The Program Coordinator's role is to:

- Provide leadership to the KRR LIFE team
- Provide regular communication with KRR Program Manager
- Share education expertise and experience with parents and the KRR LIFE team in the form of coaching and consultation
- Manage the process and logistics of hosting the KRR LIFE program with the site
- Conduct a site In-service presentation about KRR LIFE for site staff
- Support team in recruiting and enrolling families
- Provide activities and on-site mentoring for parents during Child-Led Play, Attuned Listening and Doorways to Literacy
- Send weekly communications and reminders to parents
- Assist in mental health and community-based referrals
- Assist with KRR LIFE assessments throughout the eight-week cycle, including distribution and collection of pre- and post-program evaluations, and completion of weekly LIFE fidelity tracker