

Job Descriptions

Services	All	Federal only
	Walton-Verona, Dayton, Ludlow, Pendleton, Fort Thomas, Bellevue, Southgate	Silver Grove, Beechwood, Williamstown
	All districts paying the local funds will receive 3 hours of direct services a week (i.e. tutoring students and/or meeting with teachers)	none
July	Look for Updated allocations of federal funds	
	Write PSPs for returning students	none
	Summer PD- July 15	
	ACCESS Data Review	none
	Look for email from Chris Williams about T.A.s to DAC	none
August	Track down paperwork for new students	none
	Contact with Technology Coordinator	none
	W-APT New Students	none
	Write PSPs	none
	help organize folders(move to next year)	none
	Make sure signatures are obtained on PSP (Parent meetings?)	none
	Update Infinite Campus for Oct 1 pull	none
	Organize Active, Monitoring, Inactive Folders	none
September	Set-up PDs for ELD Standards	
	Figure out a School Contact for ACCESS (A person on site to Monitor ACCESS with NKCES person) DACS have to send this info to KDE (Chris Williams)	Consultation available
	ELD PDs with Staff and/or meet with teachers of ELs 1 on 1	none
	Meet with teachers of Newcomers and set up a follow up strategy	none
	Attend Board Meeting and explain Dashboard	
	Committee Meeting-Meet with Title III Directors to report out	none
	NKCES Meeting	
	Begin meeting students for Language Development skills	none
	Type up EL Plan and upload to the website	

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October	ELD PDs with Staff and/or meet with teachers of ELs 1 on 1	none
	Double Check Subgrant and Budget in GMAP	
	KDE Title III and KYTESOL	
ACCESS	NKCES will be Test Coordinators and need info from DACs	Consultation available
	NKCES will be Test Administrator and need info from DACs	Consultation available
	Attend T.A. Training	District must complete training on the web-site
	Train Test Administrators	District must complete training on the web-site
	Meeting with students for Language Development skills	none
	Order ACCESS Tests	available by phone/email
	Work with T.A. to book computer lab for ACCESS	none
	Test Administrator Checklist	
	Test Coordinator Checklist	
	Follow up with SPED on ACCESS 2.0 accommodations	none
November	Committee Meeting- Meet with ACCESS 2.0 Test Coordinators to go over logistics	none
	Meet with Technology Coordinators to go over logistics	none
	Meet with Test Administrators and Proctors and go over logistics	none
	Attend Administrative Code and Special Populations Training	
	Collect Data for monitoring students	none
	Create ACCESS 2.0 Schedules	none
	Create ACCESS 2.0 Parent letters in students' native language	none
	Begin meeting students for Language Development skills	none
	Order headphones and good faith effort supplies for testing	none

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December	Meet with teachers of struggling monitor students	none
	ACCESS 2.0 Practice Run	none
	Organizing Testing Material	none
	Set up Online testing sessions	none
	Consolidated Monitoring	Consultation available
	Districts are reviewed in 9 areas. NKCES provides evidence in all nine areas to the district. The State also reviews folders of active and monitoring students. NKCES houses the folders in their office, and provides organized folders to the districts.	

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January	Administer the ACCESS test, Kindergarten, Alt ACCESS, School contact is the runner and/or proctor and back up Test Administrator	Consultation available
	Oversee the testing with DAC and/or Title III Person	Consultation available
February	Help Districts with Consolidated Monitoring	Consultation available
	Organizing Testing Material to ship back	none
	Help DAC update SDRR with accommodations used on ACCESS	none
	Develop and send out accommodation Checklist	none
March	Consolidated Monitoring Meetings	Consultation available
	Committee Meeting-Meet with Title III Directors to report out	none
	Develop and send out accommodation spreadsheets and forms for KPREP	none
	Test Pre-K	none
	Contact preschool directors for EL paperwork	none
April	Make sure all districts transfer federal funds in GMAP to NKCES and mark OCR	
	Collect Data for monitoring students	none
	Double check ACCESS 2.0 student info(Data Val)	none
	Interpret ACCESS 2.0 scores prepare to meet with teachers and districts	none
	Meeting with students for Language Development skills	none
	End of the year meeting with KDE	
May	Program Review Meetings with individual districts	none
	Meet with teachers for PSP feedback for next year	none
	Update GMAP- Subgrant Application and Budget	
	Infinite Campus Data clean-up for June 1 pull/ Immigrant Data	none
June	June 1 Subgrant Application due in GMAP	
	June 1 pull	

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	Prepare Folders for next year	none
	Make sure all Resource Library items are returned	

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All year	update Dashboard to report to the Board	
	Research Language Programs and/or Further Education	
	Update Website	
	Test new students, write PSP, send out PSP, make sure signatures are obtain	none
	Answer any Title III questions	
	Consultation on translating/interpreters	none
	Update Infinite Campus	none
	Transfer or request records to and from districts	none
	Keep up a Master List of Active and Inactive students	none
	Answer any ACCESS 2.0 questions	
	Manage Student Folders	none
	EL Program Problem Solving	
	Consultation for new Title III Directors and/or DACs	
	Work with REL to organize Summer PD	
	Attend ARCs if needed	none
	Attend PLCs throughout the year	
	Attend NKCES meetings throughout the year	
	Vision Casting	
	Help students who no longer need the program with test taking skills	
	Newcomer Center	
	Improve Parent Involvement (i.e. Bilingual books and reading strategies)	
	PD to community-based organization personnel	
	SIOP Training	