

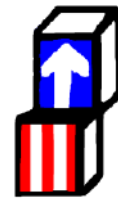


# **PRESCHOOL STAFF HANDBOOK**





**Kanawha County  
Schools Preschool:  
The premier early  
childhood development  
and family-oriented  
organization that will  
educate and serve all  
eligible children and  
families.**



***“Kanawha County Schools Preschool  
Where all children and families come first.”***



Kanawha County Schools Preschool  
Kanawha County Schools Preschool  
Roxalana Annex  
1004 Lower Midway Drive  
Dunbar, West Virginia 25064  
Ph. 304-720-0420; 304-348-1942 Fax 304-348-1352



Dear Preschool Staff,

We are pleased to have you as a part of the Kanawha County School's Preschool Family. We have a premier preschool program that provides quality education for eligible 3 and all 4 year olds along with family services. Historically, the Kanawha County School's Preschool Program began as a Head Start delegate agency during the summer of 1965. Since its early beginnings the program has grown and flourished into a program that now provides services for 530 Head Start students and over 1000 Pre-K students. Kanawha County School's Head Start was awarded the opportunity to be the grantee Head Start agency in 2002. Since that time the State Department of Education formulated the universal Pre-K program which now provides services to students in Head Start, Pre-K and the Office of Exceptional Students. Kanawha County School's Preschool Program is housed in school-based and childcare collaborative sites throughout the county.

Each program has a certified teacher and a classroom aide. Kanawha County School's Preschool works collaboratively with the Kanawha County School's Board of Education and community partners to provide a comprehensive preschool program. Together we work collaboratively to expand the preschool program and enhance the program delivery. The focus is on the domains set forth by the ELSFS which are: Social and Emotional, the Arts, Physical Health and Development, Language and Literacy, Mathematics and Science

School Readiness is a priority for the preschool program to ensure that all students are prepared for kindergarten. Teams of educators, health professionals and social service staff will work to implement strategies that enhance the Parent, Family, and Community Engagement Framework in Kanawha County School's Preschool. We will work to promote Developmentally Appropriate Practices utilizing the framework of **West Virginia Early Learning Standards Framework (ELSFS) and the Head Start Child Outcomes Framework**. Emphasis will be placed on improving student-teacher interaction with the **CLASS Classroom Assessment Scoring System** and documentation on **PSTEPS**. These practices will enable preschool children and their families to be better prepared for a successful school career in the 21<sup>st</sup> Century. We look forward to working with you this year.

Preschool Management Staff

# **KANAWHA COUNTY SCHOOLS HEAD START STAFF HANDBOOK**

**Page**

<b>KCS Mission Statement/Core Beliefs/Objectives.....</b>	<b>1</b>
<b>School Readiness Goals .....</b>	<b>2</b>
<b>Program Goals.....</b>	<b>4</b>
<b>Head Start Core Values .....</b>	<b>9</b>
<b>KCS Preschool Vision/Objectives.....</b>	<b>10</b>
<b>The Head Start Program.....</b>	<b>11</b>
<b>What Should Preschool (Head Start and Pre-K) Teach.....</b>	<b>11</b>
<b>Evaluation/Operational Information.....</b>	<b>12</b>
<b>WV Pre-K.....</b>	<b>13</b>
<b>Teacher's Role/Family Support Principles .....</b>	<b>14</b>
<b>Confidentiality/Code of Conduct.....</b>	<b>15</b>
<b>Administration .....</b>	<b>17</b>
<b>Organizational Chart .....</b>	<b>18</b>
<b>Organizational List .....</b>	<b>19</b>
<b>Job Descriptions .....</b>	<b>20</b>
<b>Preschool Assessment/Grading Periods .....</b>	<b>70</b>
<b>Inclement Weather Procedures.....</b>	<b>71</b>
<b>Site Information .....</b>	<b>73</b>
<b>Criterion for Enrollment .....</b>	<b>74</b>
<b>Quik-Guide Index for Community Services for Kanawha County .....</b>	<b>75</b>
<b>Board of Education.....</b>	<b>Back Cover</b>



## **Kanawha County Schools Mission Statement**

Kanawha County Schools will provide a world-class education that ensures success for every student in the 21<sup>st</sup> century.

## **Kanawha County Schools Goals and Objectives**

- Goal 1:** The achievement gap will be eliminated.
- Goal 2:** All students will master or exceed grade level educational standards through quality instruction.
- Goal 3:** Student achievement and time on task will increase through a safe, drug-free, nurturing environment
- Goal 4:** Student achievement will increase by integrating twenty-first century skills and technology tools throughout the curriculum.

## **County Core Belief Statements**

We believe . . .

- All students CAN achieve.
- Quality teaching is the key to student success.
- Schools, parents and community must be partners in learning.
- Schools must be safe and caring places.
- All teachers must be teachers of 21<sup>st</sup> Century literacy skills.
- Effective leadership skills are essential for creating 21<sup>st</sup> Century schools.

Kanawha County Schools Preschool  
School Readiness Goals  
2018-2019

**School Readiness Goal 1:**

Language and Literacy

All children will demonstrate increasing ability in language and literacy skills through positive staff/child interactions and receptive/expressive language activities. (Tracking by: ELRS and CLASS scores, as measured by ELRS 3<sup>rd</sup> checkpoint).

***Objective #1:***

Language:

Through the use of PATHS supplementary curriculum and the Creative Curriculum study starters, all children will improve positive language interactions in the classroom, as measured by ELRS 3rd checkpoint.

***Objective #2:***

Literacy:

Through participation in the literacy backpack program and the use of study starters, children will improve their knowledge of print and alphabet awareness as indicated from checkpoint one to checkpoint three on ELRS scores.

**School Readiness Goal 2:**

Approaches to Learning:

Caregivers will participate in school and community activities to develop their child's love for lifelong learning. (Tracking by: attendance).

***Objective #1:***

Each classroom will achieve 50% participation of caregivers during the monthly Celebration of Learning activities for the program year.

***Objective #2:***

Each classroom will attain an average of 50% participation of caregivers in daily classroom activities, as monitored through volunteer hours, monitored in "PSTEPS" by the end of the program year.

**School Readiness Goal 3:**

Social/Emotional development:

Program wide, each child will develop positive relationships with others.

***Objective #1:***

Using the PATHS supplemental curriculum, children will demonstrate improved self-

regulation behaviors as indicated on the ELRS, from the first to the third checkpoint, thus decreasing the number of SAT referrals programmatically.

***Objective #2:***

Through the use of CLASS emotional support activities and Study Starter Investigations, student prosocial and cooperative behaviors will improve as indicated on the ELRS, from the first to the third checkpoint, and CLASS scores, from fall to spring.

**School Readiness Goal 4:**

Cognition and General Awareness:

Children will improve critical thinking skills to independently explore the world around them using observation, investigation, prediction, and technology and apply that knowledge to daily interactions and self-expression.

***Objective #1:***

Using the Creative Curriculum study starters activities, student scores will improve in the ability to observe, predict and report, from the first to the third checkpoint, on the ELRS.

***Objective #2:***

Incorporating available technology, children will improve their level of personalized learning to enhance learning outcomes on the ELRS from the first to the third checkpoint, in counting, classification and measurement.

**School Readiness Goal 5:**

Health and Physical Development:

Children will develop a love for healthy nutritional choices and physical activities throughout each day. (Tracked on the ELRS)

***Objective #1:*** During family style meal time, Children will demonstrate healthy nutritional choices daily.

***Objective #2:*** Through daily gross motor activities and “Minds In Motion” curriculum, children will demonstrate improved motor skills, as measured by the 3<sup>rd</sup> checkpoint of the ELRS.



# Kanawha County Schools Preschool Program Goals

County: Kanawha

School Year: 2018-2023

<b>Program Goal 1: Health and Safety:</b> <b>To Provide Healthy and Safe Environments for all Preschool classrooms throughout Kanawha County.</b>					
<b>Objective:</b> All classrooms will provide safe playgrounds, according to policies and procedures.	<b>Year 1:</b> Measured by the Health and Safety checklist and daily checklist by classroom staff, 50% of preschool playgrounds will have appropriate ground cover. Broken equipment will be immediately identified and removed. Fencing concerns will be repaired. Fire inspections will be up to date. All Playgrounds will be inspected for safety concerns which will be addressed with Building and Grounds. Synthetic mulch will be added to programs with the least ground cover as funding is available.	<b>Year 2:</b> Through the use of the Health and Safety checklists, 60% of preschool playgrounds will provide appropriate ground cover. Programs that need playground equipment will be prioritized based on need and as funds become available. Broken equipment will be immediately identified and removed. Fencing concerns will be repaired. Fire inspections will be up to date. Synthetic mulch will replace wooden mulch due to its durability and longevity in an additional 10% of the playgrounds with the least ground cover	<b>Year 3</b> Through the use of the Health and Safety checklists, 75% of preschool playgrounds will provide appropriate ground cover. Broken equipment will be immediately identified and removed. Fencing concerns will be repaired. Fire inspections will be up to date. Synthetic mulch will be added to an additional 15% of the playgrounds as funding becomes available. Synthetic mulch will replace wooden mulch due to its durability and longevity as funds become available.	<b>Year 4</b> Through the use of the Health and Safety checklists, 90% of preschool playgrounds will provide appropriate ground cover. Broken equipment will be immediately identified and removed. Fencing concerns will be repaired. Fire inspections will be up to date. Synthetic mulch will be added to an additional 15% on an add need basis as funding becomes available. Synthetic mulch will replace wooden mulch due to its durability and longevity.	<b>Year 5</b> Through the use of the Health and Safety checklists, 100% of preschool playgrounds will provide a safe environment for children on a daily basis. Synthetic mulch will be added to the additional 10% as funding becomes available. Synthetic mulch will replace wooden mulch due to its durability and longevity.

**Program Goal 2: Family and Community Engagement:**

**Family and Community Outreach will be a focal point for all communities with eligible preschool children for recruitment due to the change in the June 30th eligibility date as well as encourage daily attendance according to policies for all enrolled preschool children.**

<p><b>Objective:</b></p> <p>All eligible children will have access to a preschool program within their attendance area or wherever best meets the needs of each family.</p> <p>All eligible enrolled children will follow all attendance policies and be notified of absences within the first hour through the best means available either phone calls, notes, emails, texts, class Dojo, Remind 101 or home visits.</p>	<p><b>Year 1:</b></p> <p>All eligible preschool children's families will complete an online application specifying the program within their community, what best meets their needs or where space is available. Data will be reviewed to discuss where additional programs will need to be added based on high number of applicants to ensure the neediest families are able to attend a program in their home school area with transportation available.</p> <p>Each family will receive a copy of the attendance agreement upon completing an application. Families will be notified within the first hour of the day when children are absent. The use of Class Dojo will be used by 50% of the staff and text messages by the other 50% to find the best means of contacting families.</p>	<p><b>Year 2:</b></p> <p>All eligible preschool children's families will complete an online application specifying the program within their community, what best meets their needs or where space is available. KCS will add an additional program in the Bridgeview attendance area to meet the needs of the number of applicants. This area has a high number of Head Start and Special Needs children as funds become available.</p> <p>Each family will receive a copy of the attendance agreement. Families will be notified within the first hour of the day when children are absent. Include the importance of attendance in the Head Start/preschool newsletter. The use of Phone calls will be used by 50% of the staff while the other 50% will be used by Remind 101 to determine the best way to contact parents within the first hour of absences and communicate with families.</p>	<p><b>Year 3:</b></p> <p>All eligible preschool children's families will complete an online application specifying the program within their community, what best meets their needs or where space is available. KCS will add an additional program in the Nitro attendance area to meet the needs of the number of applicants. This area has a high number of Head Start and Special Needs children as funds become available.</p> <p>Each family will receive a copy of the attendance agreement. Families will be notified within the first hour of the day when children are absent. Include the importance of attendance in the Head Start/preschool newsletter. Fifty percent of the staff will use either Class Dojo/text messages and 50% will use Remind 101/phone calls to narrow down the best way to communicate with families within the first hour of absences.</p>	<p><b>Year 4:</b></p> <p>All eligible preschool children's families will complete an online application specifying the program within their community, what best meets their needs or where space is available. KCS will add an additional program in the Belle attendance area to meet the needs of the number of applicants. This area has a high number of Head Start and Special Needs children.</p> <p>Each family will receive a copy of the attendance agreement. Families will be notified within the first hour of the day when children are absent. Include the importance of attendance in the Head Start/preschool newsletter. By narrowing down the 2 best methods of communicating with parents will be compared to make the determination which communication option will be used.</p>	<p><b>Year 5:</b></p> <p>All eligible preschool children's families will complete an online application specifying the program within their community, what best meets their needs or where space is available. KCS will add an additional program in an attendance area with high number of applicants to meet the needs of the number of applicants. The possibility of moving a program with extremely low attendance and applicants is a possibility.</p> <p>Each family will receive a copy of the attendance agreement. Families will be notified within the first hour of the day when children are absent. Include the importance of attendance in the Head Start/preschool newsletter. 100% of teachers will use the best method of communicating with parents so attendance will be stressed.</p>
---	--	--	--	---	---

Program Goal 3: Teaching and Learning: Due to the most recent ELRS Assessment scores and ECERS checklist of materials needed, the staff will Increase Math and Science skill development program wide directly affecting school readiness.					
Objective: Preschool staff will increase math and science skill developmental by using activities and technology throughout the daily routine.	Year 1: Teachers will increase the number of math and science activities from the Study Starters which should increase overall ELRS scores by one level program wide as indicated at the end of the school year.	Year 2: By introducing the new “ST Math” and program to all classrooms and doing PLC staff development activities, KCS Preschool will increase ELRS Math and science scores by 20% measured by the Child Outcomes Report.	Year 3: Teachers will add a STEM activity with the ST Math and Study Starters activities to increase individual student’s math and science scores by 30% on the ELRS as measure by the Child Outcomes Report.	Year 4: One additional STEM activity along with ST Math, Study Starters activities and current STEM activities to increase individual student’s math and science scores on the ELRS by 40% on the Child Outcomes report.	Year 5: From the implementation of ST Math, STEM activities and Math and Science Study Starters activities, all children will increase in math and science on the ELRS by 50% on the Child Outcomes Report.

Program Goal 4: Health –Mental Health: implementation of the Practice-Based Coaching model to assist staff with Classroom and Behavior Management to address challenging behaviors as well as increase appropriate social skills and decrease SAT referrals.					
<p>Objective: Due to the increase in challenging behaviors county-wide, KCS Head Start / Preschool will continue to implement the Practice-Based Coaching model county-wide to assist staff with classroom and behavior management.</p>	<p>Year 1: To incorporate the Triangle Classroom Management and Behavior Management model along with Tier Training, staff training, PATHS and Minds In Motion within the Practice Based Coaching with 16 teaching teams with the most SAT referrals as indicated in PSTEPS data to reduce the number of children with Challenging behaviors. Teams will meet in small groups. Review of SAT referrals will assist with additional intervention strategies.</p>	<p>Year 2: To incorporate the Triangle Classroom Management and Behavior Management model along with Tier Training, staff training, PATHS and Minds In Motion within the Practice Based Coaching with 16 additional teaching teams to reduce the number of children with Challenging behaviors as indicated by the number of SAT referrals in PSTEPS. KCS will also monitor the previous 16 teams for appropriate classroom and behavior management implementation.</p>	<p>Year 3: To incorporate the Triangle Classroom Management and Behavior Management model along with Tier Training, staff training, PATHS and Minds In Motion within the Practice Based Coaching with 16 new teaching teams to reduce the number of children with Challenging behaviors as indicated by the SAT referrals as indicated in PSTEPS. Monitoring will continue with the previous 32 teaching teams by the education manager's for additional support.</p>	<p>Year 4: To incorporate the Triangle Classroom Management and Behavior Management model along with Tier Training, staff training, PATHS and Minds In Motion within the Practice Based Coaching with 16 new teaching teams to reduce the number of children with Challenging behaviors as indicated by the number of SAT referrals in PSTEPS. Monitoring and review will continue with all previous teams in small groups.</p>	<p>Year 5: To incorporate the Triangle Classroom Management and Behavior Management model along with Tier Training, staff training, PATHS and Minds In Motion within the Practice Based Coaching with the last group of 16 teams to reduce the number of children with Challenging behaviors as indicated by the number of SAT referrals in PSTEPS. Previous teams will continue to be monitored county wide for best practice implementation to work with children with challenging behaviors. This should address all teams individually to ensure strategies are put into place for those children that need additional support and those teachers who need stronger classroom management skills. SAT referrals will be reviewed and compared over the past 5 years.</p>

Program Goal 5: School Readiness: To develop School Readiness Goals around program data.					
<p>Objective: To develop School Readiness Goals in the areas of Language and Literacy, Approaches to Learning, Social Emotional Development, Cognition and General Awareness and Health and Physical Development using data from the Community and Self-Assessments, ELRS, CLASS, Observational Walk Throughs, PIR, SAT referrals, volunteer hours and parent participation and family engagement, attendance, the Literacy Backpack program etc. throughout the school year.</p>	<p>Year 1: Using the previous years data from the ELRS, Self and Community Assessments, PIR, CLASS scores, Observational Walk Throughs, SAT and Behavior Referrals, volunteer hours and parent participation, attendance etc., management staff, Policy Council, Core team and the governing body will approve and implement School Readiness goals to best meet the needs of the program as measured by the ELRS data yearly.</p>	<p>Year 2: Using the previous 2 years data from the ELRS, Self and Community Assessments, PIR, CLASS scores, Observational Walk Throughs, SAT and Behavior Referrals, volunteer hours and parent participation, attendance etc., management staff, Policy Council, Core team and the governing body will approve and implement School Readiness goals each year to best meet the needs of the program as measured by the ELRS data yearly.</p>	<p>Year 3: Using the previous 3 years data from the ELRS, Self and Community Assessments, PIR, CLASS scores, Observational Walk Throughs, SAT and Behavior Referrals, volunteer hours and parent participation, attendance etc., management staff, Policy Council, Core team and the governing body will approve and implement School Readiness goals each year to best meet the needs of the program as measured by the ELRS data yearly.</p>	<p>Year 4: Using and comparing the previous 4 years data from the ELRS, Self and Community Assessments, PIR, CLASS scores, Observational Walk Throughs, SAT and Behavior Referrals, volunteer hours and parent participation, attendance etc., management staff, Policy Council, Core team and the governing body will approve and implement School Readiness goals each year to best meet the needs of the program as measured by the ELRS data yearly.</p>	<p>Year 5: Using the comparing the previous 5 years data from the ELRS, Self and Community Assessments, PIR, CLASS scores, Observational Walk Throughs, SAT and Behavior Referrals, volunteer hours and parent participation, attendance etc., management staff, Policy Council, Core team and the governing body will approve and implement School Readiness goals each year to best meet the needs of the program as measured by the ELRS data yearly.</p>

## HEAD START CORE VALUES

---

**Quality** – Strive to consistently provide the highest level of service to children and families. Preschool leadership seeks to create a dynamic and cohesive environment that fosters commitment and supports continuous improvement. To effectively accomplish goals, Head Start respects, values, and uses the contributions of each child, family, and staff member. Head Start respects and values the time, effort, and resources that the community provides.

**Inclusion** – Build a community where each child and adult is treated as an individual while maintaining a sense of belonging to the group. An inclusive community values, respects, and responds to diversity-in culture, ethnicity, language, and ability.

**Empowerment** – Believe that people can identify their own needs and interests and are capable of finding solutions and making changes. Preschool offers families opportunities and support for growth and change.

**Collaboration** – Build relationships among children, families, staff, and the larger community. A partnership consisting of a network of community agencies and informal networks serves families. Preschool does not act alone, but, is a key player in a community of providers.

**Learning** – Create for children, parents, and staff a culturally sensitive environment in where enhancing awareness, refining skills, and understanding are valued and promoted. Children, parents, and staff can teach and learn from one another.

**Advocacy** – Reaffirm that personal responsibility is critical to change. Acknowledging that social and economic factors that negatively affect the lives and promise of children and families. Change occurs at the individual and systems levels and addresses both the symptoms and underlying causes.

**Wellness** – Embrace a comprehensive vision of health for children, families, and staff that assures that basic health needs are met; encourages practices that prevent future illness or injury; and promotes positive, culturally relevant health behaviors that enhance lifelong well-being.

**Nurturing** – Support the physical, social, emotional, and cognitive development of each child in the context of the child's family and culture. Development is supported through nurturing relationships among staff, parents, and children.

**Diversity** – Recognize and embrace the idea that all members of the preschool community, children, families, and staff, have roots in many cultures. Preschool families and staff, working together as a team, effectively transforms negative responses to promote respectful, sensitive, and proactive approaches to diversity issues within their programs.



# **KANAWHA COUNTY SCHOOLS**

## **Preschool Vision**

The Kanawha County Schools Preschool Program collaborates with Kanawha County Schools, Office of Exceptional Students, West Virginia Pre-K and community partners to provide quality early childhood educational services to three and four year old children while effectively engages preschool families in the education process.

## **Preschool Objectives**

Provide orientation training to all staff, community representatives, parents and agencies on the Head Start Performance Standards and West Virginia Policy 2525.

To promote standards of collaboration with identified agencies in an effort to integrate and educate Head Start, Pre –k and OES into a comprehensive Kanawha County Schools Preschool Program.

Kanawha County Schools Preschool Staff will be trained on 21st Century Skills within the framework of the Creative Curriculum for preschool. Staff will use the 21<sup>st</sup> Century Skills to develop programs for the student's individual needs.

To continuously provide high quality child development, instructional services and identify specific needs of the children, their families and community by providing appropriate follow –up services.

To provide and maintain an active enrollment committee that will maintain enrollment and monitor the ongoing recruitment process.

Ensure that a comprehensive infrastructure system supports the delivery of best practices and equitable school readiness services to all preschool children and families in Kanawha County.

Promote Head Start as a part of the Kanawha County Schools Preschool Program in the local community by creating and monitoring an active advertising campaign that provides collaborative child find activities, positive communication and community outreach.

Educate all identified school and community agencies on Head Start's function, role and service in the Kanawha County Schools Preschool Program.

Head Start, OES and WV Pre-K will continue to collaborate to provide a computerized online, universal application that enables the Kanawha County Schools Preschool Program to maintain an electronic data collection and monitoring system.

Continue to be actively involved in the expansion of preschool programs in Kanawha County Schools.

## **THE HEAD START PROGRAM**

Head Start is a federally funded, comprehensive child development and education program for preschool children of low-income families. Head Start was first implemented in the summer of 1965 as a result of the Economic Opportunity Act of 1964. Most programs operate a full year (9-10 months) program which corresponds to the traditional school year. We do, however, have 7 classrooms operating on the year round calendar.

### **NATIONAL AND REGIONAL**

At the national level, Head Start is funded through the Department of Health and Human Services (DHHS) and placed in the Office of Administration of Children, Youth, and Families. DHHS is divided into eleven regions: one of which consists of West Virginia, Pennsylvania, Delaware, Maryland, Washington, DC, and Virginia-Region III, located in Philadelphia.

### **LOCAL**

The Office of Administration of Children, Youth, and Families grants responsibility for the administration of Head Start to local community groups. In Kanawha County, the Grantee Agent is KANAWHA COUNTY SCHOOLS which is located at 200 Elizabeth Street, Charleston, West Virginia, 25311. KANAWHA COUNTY SCHOOLS Head Start provides services for children and families in Kanawha County.

### **PHILOSOPHY**

#### **THE HEAD START CHILD:**

1. Each child is an individual-there is no one else like him or her.
2. Each child progresses at different developmental levels in each area.
3. Program must meet the needs of each child:
  - a. Individual child's needs are met.
  - b. Learning must be fun and exciting.
  - c. Child needs to feel safe and secure in order to learn.

#### **THE HEAD START PARENT:**

1. Families want the best for their child and are an intricate part of the Head Start program.

#### **WHAT SHOULD PRESCHOOL (Head Start/Pre-K) TEACH?**

- A. **Domains:** A Domain is an area of development in which the child develops to the extent of his or her ability and interests.
  1. A child is an individual. All children are not expected to be at the same level at the same time.
  2. Our program encompasses eight Domain areas:
    - a. Language
    - b. Literacy



- c. Mathematics
- d. Science
- e. Creative Arts
- f. Social and Emotional Development
- g. Approaches to Learning
- h. Physical Health and Developmental
- 3. All Domain areas must be covered by the classroom staff.
- 4. Individual assessments must be completed three (3) times a year.

**B. Skills Approach:**

- 1. Developmentally appropriate skills in all areas.
- 2. Skills are based on outcomes.

### **OPERATIONAL INFORMATION HEAD START ACT**

The National Head Start Bureau provides programs with guidelines. These guidelines are found in the Head Start Act. A copy of the Head Start Act is located in each Head Start Center. This bound document contains the standards recommended for compliance and can also be located electronically.

### **BUDGET**

The Regional Head Start Office allocates funding for the Head Start Program. The program budget is established and approved by the Policy Council, Governing Board Members and Management Staff before it is sent in to the Regional Head Start Office in Philadelphia for approval. A copy is part of the Kanawha County Board of Education Minutes and Policy Council Minutes.

### **EVALUATION**

Head Start programs are evaluated by a five year review process. West Virginia Pre-K is evaluated on a triennial review process. The Kanawha County Schools preschool staff, parents and community members monitor the program annually using a Self-Assessment tool, Health and Safety checklist 3 times a year and the Classroom Assessment Scoring System (CLASS) 2 times a year. The results are compiled and available for review. All staff members are evaluated annually in accordance to West Virginia Department of Education Policy 5310.

### **CALENDAR AND TRAINING PLAN**

The Kanawha County Schools Preschool Training Plan and Calendar are developed by the Management Team with input from staff, parents, the Continuous Quality Improvement Plan (CQI) and staff evaluation results. Collaboration occurs with the Office of Exceptional Students/Early Intervention Department, the Kanawha County Schools West Virginia Pre-K Program and the Kanawha County Schools Staff Development Office.

## **THE PRESCHOOL TEAM**

The overall goal of Preschool is to bring about a degree of social competence in low-income families. Social competence means the child's everyday effectiveness in dealing with his/her environment and future responsibilities in school and life. Social competence takes into account the interrelatedness of cognitive and intellectual development, physical and mental health, nutritional needs, and other factors that enable a child to function optimally. Preschool values the rights of parents and recognizes that they are the child's "first teacher."

Preschool staff members work together to achieve this goal for children enrolled in the program. The Team is comprised of: Parents, the Director, Teachers, Principals, Education Managers, Preschool Coordinator, Classroom Staff, Nurses, Psychologist, Family Service and Social Worker Staff, parent assistants and KCS Itinerant Staff. Each team member plays an important and somewhat unique role in achieving the goal of social competence. As with any team effort, success depends on the individual contributions of the team members as well as coordination by the team leader.

## **RELATIONSHIP TO THE SCHOOL**

Preschool Classroom Staff are full time employees who work the same hours (eight hours) as regular classroom teachers, aides and classroom assistants. Each Preschool staff member who eats family style with their children during breakfast, lunch and snack is provided a "free lunch" providing that they relinquish their duty-free lunch. Each school has different hours, and therefore the preschool schedule will depend on the opening and closing at the school.

It is important that Preschool Teachers comply with all school policies and procedures in order to maintain positive relationships with other members of the school faculty. However, it is recognized that the nature of the preschool staff member's job is somewhat different from that of other teachers and aides. Head Start is an integral part of Kanawha County Schools Preschool Program. The Preschool classroom participates in everything that the school does and provides a "seamless" delivery model.

## **WEST VIRGINIA PRE-K**

In 2002, the West Virginia Legislature passed a law that supported a free Pre-K program to 4 year old children. This put West Virginia among the top three states in the nation to offer preschool services to 4 year old children through a free and appropriate public education system. Thus began a 10 year mission to offer free Pre-K programs to **all** 4 year olds by 2012. The West Virginia Department of Education, through Policy 2525, has provided the framework followed to reach this goal.

Kanawha County Schools currently serves over 1400 children through a variety of program sites with 530 being Head Start children and families.

Kanawha County Schools Preschool works collaboratively with the West Virginia Department of Education and Department of Health and Human Resources to deliver quality preschool services throughout Kanawha County. The partnerships with special education, faith-based programs, and child care centers to meet the needs of preschool children throughout Kanawha County.

The Requirements are as follows:

- Students must have an online application on file. This site may be accessed through the following websites:  
<http://kcs.kana.k12.wv.us> for Kanawha County Schools or  
<https://kcs.preschoolsteps.org/login.cfm> for PSTEPS
- 4 year old Health Check Physical form
- The child must be 4 years old on or before August 31 of the current school year.
- State Birth Certificate
- Immunization Record (4 year old boosters)
- 3 Year olds with an IEP may also attend
- Dental Exam
- Proof of income for Head Start only

All Kanawha County Schools preschool classrooms:

- Have highly trained certified teachers
- Utilize the research based Creative Curriculum
- Provide screenings for Developmental Delays and Speech.
- Are served by a Registered Nurse, Licensed Social Worker, Special Needs Itinerant and Speech Therapist.

## **WHAT IS THE TEACHER'S ROLE?**

### **A. Definition of a teacher:**

All adults (Teachers, Aides, Parent Assistants and Volunteers) in the classroom are designated as teachers. A classroom that is managed effectively is smooth in its transitions and all adults are “teaching” the children.

### **B. Curriculum Planning:**

- Brigance Developmental Screener
- Observation and documentation-PSTEPS
- Early Learning Scale Evaluation
- Creative Curriculum

### **C. Use of Early Learning Program:**

- Studies are means of teaching skills from the domains.
- Incorporate the skills needed into your lesson plans.
- Each study includes tasks for a specific domain.
- Children are allowed to explore a variety of materials.
- Every study should contain something for every individual child's interest.
- Every lesson plan should contain activities to reflect each individual child's developmental level.

## **WHAT IS THE PRESCHOOL PARENT'S ROLE?**

- To be the child's “first teacher”.

- To be an advocate for his or her child.
- To know what the teaching staff has planned and how they can help.
- To follow a classroom schedule but be flexible based on the needs.
- To provide assistance to the teaching staff in a variety of areas.
- To learn different concepts to teach to their children at home.

## **PARENT, FAMILY, COMMUNITY ENGAGEMENT FAMILY SUPPORT PRINCIPLES**

Kanawha County Schools Preschool Program pledges to support **ALL** families in the following ways:

1. The primary goal of working with Preschool families is to assist them in becoming self-sufficient.
2. The partnership Preschool staff establishes with family members can be the major means of bringing about growth and change in the family.
3. Preschool's primary job is to help families identify and establish their own support system.
4. The family should take as much responsibility as possible for children who need special services.
5. Preschool staff will accept and respect **all** families.

## **FAMILY PARTNERSHIPS**

Family and Community Partnerships are established along with Parent Involvement. In addition to involving parents in program policy making and operations, the grantee must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of a group.

## **STATEMENT OF CONFIDENTIALITY SUGGESTED GUIDELINES FOR MAINTAINING CONFIDENTIALITY**

Families have the right to protection of personal information about them in their relationship with Head Start during and following the process of obtaining services. The following principles should be kept in mind.

1. Parent/Guardians should be the *primary* source of information about themselves, and information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children.
3. Children's health and education and social services records on families are open only to Head Start staff and special consultants on a "Need to Know" basis (to the extent necessary to provide services).
4. Personally identifiable medical information from a student's records may not be disclosed without the written consent of a custodial parent or guardian.
5. Families must be informed about information that will be shared with other Head Start staff and the reason why. When in doubt about releasing information, obtain permission from a family member. No information should be released to anyone outside the program without written consent from the family, except in reporting suspected child abuse and neglect.
6. Other agencies and individuals should be consulted *only* with the family's consent and within the limits of that consent.
7. Include information on how forms will be used and how information will be released as a part of the agency's plan or policy for confidentiality.
8. Only that information should be recorded and those records maintained that are **ESSENTIAL** to provide service; and the use of records should be determined by agency function and the consent of the family.

## **CODE OF CONDUCT**

**Head Start Policy Council, Governing Body Members, Preschool Staff, Community Members, Contracted Staff, Parents and Volunteers**

**Policy:**

**All Policy Council members and preschool staff will be expected to conduct themselves in such a manner that their personal or professional conduct does not have a negative effect on services or reflect negatively on Kanawha County Schools public image, reputation or credibility.**

**Procedures:**

- Acceptable standards of conduct will be established and periodically revised by The Kanawha County Board of Education and approved by Policy Council for Policy Council and Preschool Staff.
- All Policy Council Members and Staff will be informed of the code of conduct.
- Enforcement of the “code of conduct” will be the responsibility of the Board’s Designee: Superintendent of Schools.

## **CODE OF CONDUCT**

**The Head Start Policy Council, Governing Body Members, Preschool Staff, Community Members, Contracted Staff, Parents and Volunteers**

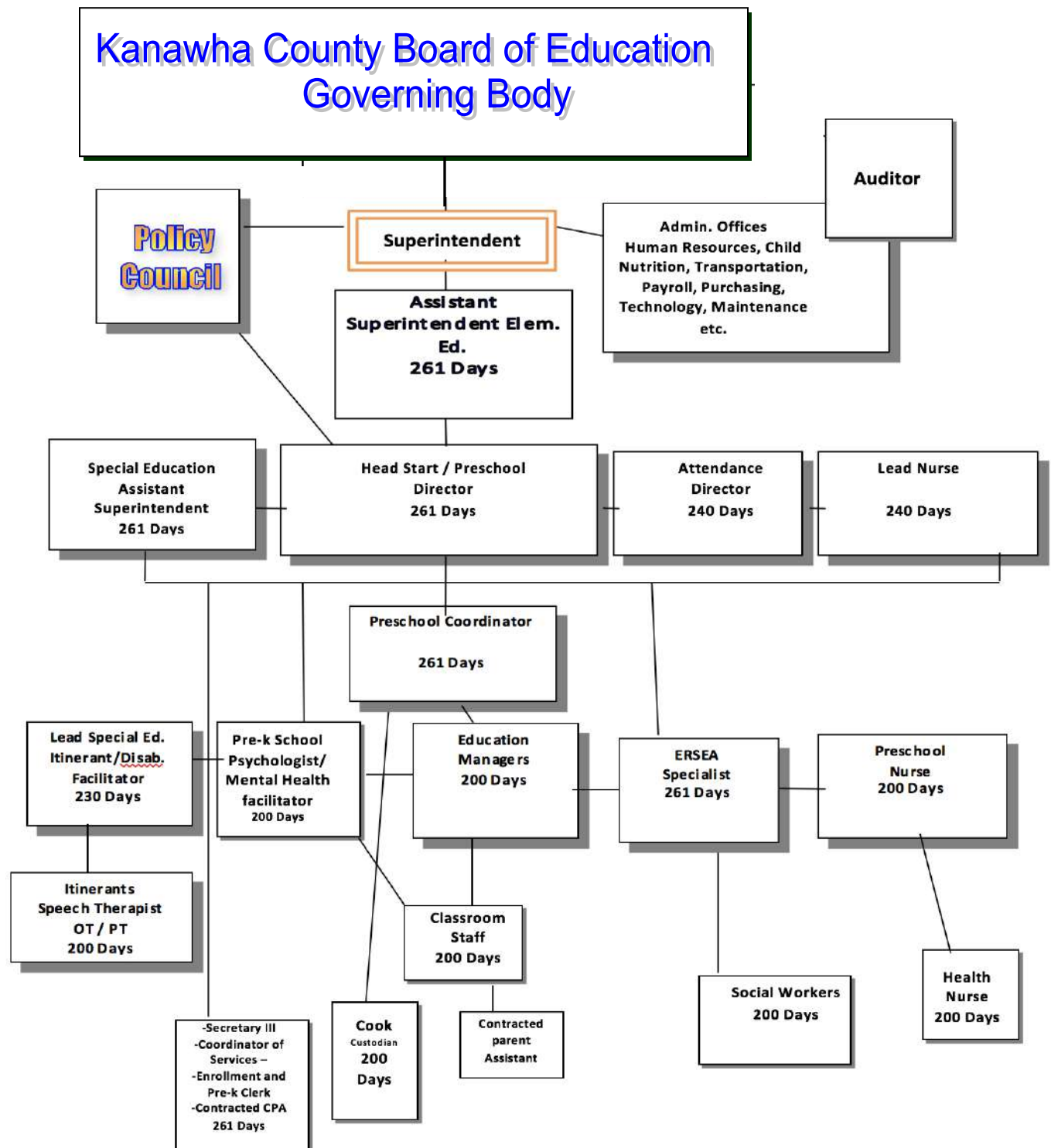
- Respect and promote the unique identity of each child, family, employee, Policy Council, and refrain from stereotyping on the basis of gender, race, ethnicity, Culture, religion, or disability.
- Will protect and promote each child’s physical and emotional well-being, mental capability and social competency and will never leave a child unsupervised.
- Will use positive methods of guidance and will not use corporal punishment, emotional or physical abuse, punishment or reward, or denial of basic needs.
- Uphold the Confidentiality Guidelines as follows:
- No information regarding children and families of children enrolled in Kanawha County Schools Preschool will be discussed outside of the work setting or Policy Council Meetings.
- Safeguard information discussed in the work setting and at Council meetings to areas where they have a decision making authority.
- All information discussed in Policy Council Meetings will be held in confidence.
- Support and participate in a TEAMWORK approach to decision making.
- All Policy Council members are responsible for attendance at all meetings. If more than 3 meetings are missed, without excuses reported to the Chairperson and/or Preschool Director, termination of membership and participation and voting rights will be suspended.
- Will behave and interact respectfully while participating on Policy Council or Staff meetings or when representing the organization within the community.
- Have an interest and concern for children and their families.
- Refrain from any actions involving violence, threats, sexual harassment, or other legally defined misconduct during meetings or within the community.
- Not use or accept agency equipment, supplies, or funds for personal benefit.
- Not accept gifts and/or gratuities for personal use.
- Not use their position on the Policy Council or as an employee for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others.
- Not make public statements under the auspices of any agency title without Board approval.
- Not participate in Council Meetings or activities under the influence of illegal drugs or alcohol.
- Not have a record of a conviction of a felony.
- Not smoke on school property, and/or, at any time when in the accompaniment of Preschool children.
- Will respect and uphold the legal authority of the Board to establish, review the standards of conduct.

## **ADMINISTRATION**

A full time Director administers the overall preschool program. Under the Director's leadership, there are several positions which provide program support: Preschool Psychologist, Education Managers, Preschool Coordinator, Social Workers, certified Nurses, Family Resource Worker, Parent Staff/Trainer, Teachers, Aides, Parent Assistants, Secretary III - A, Coordinator of Services Accountant III A, Fiscal Assistant, Clerk II, Cook III, Custodian I along with other support personnel.

The primary goal is to provide for the development and coordination of the Preschool Program across different departments of Kanawha County Schools and community agencies. No more than 15% of Head Start federal funds may be used for administrative purposes. The Preschool office, located at the Roxalana Annex, maintains records for documentation and auditing purposes. A training and development center is provided in the complex. The Kanawha County Schools Preschool Program's administration is governed by the standards set forth in the Head Start Act and WV Policy 2525. The Performance Standards are approved by the United States Congress and WV Policy 2525 is approved by the Legislative Body of West Virginia.

The Kanawha County Schools Preschool Program has ongoing monitoring along with a training plan, Continuous Quality Improvement Plan, Community Assessment, Self-Assessment, CLASS, School Readiness goals, Five year Goals, WV Pre-K Plan and an inclusive Kanawha County Schools Strategic Plan. All plans support the Parent, Family and Community Framework which is reviewed annually to reflect the changing needs of families and staff. These plans are approved by the Policy Council Governing Body and CORE team and published.



## **KANAWHA COUNTY SCHOOLS PRESCHOOL ORGANIZATIONAL LIST**

### **Kanawha County Board of Education**

1. Jim Crawford– Governing Body President
2. Becky Jordon – Current Governing Body Representative to Policy Council/Core Team
3. Ric Cavender
4. Ryan White
5. Traci White

### **KCS Superintendent**

Ron Duerring

### **Head Start Policy Council**

Chairperson: Roger Bennett

### **KCS Assistant Superintendent of Elementary Ed.**

Bob Calhoun

### **Preschool Director**

Carol Lane

### **KCS Lead Attendance Director**

Eddie Ivy

### **KCS Lead Nurse**

Brenda Isaac

### **Preschool Psychologist/Mental Health Facilitator**

Kim Lawrence

### **ERSEA Specialist**

Johnny Ferrara

### **Preschool Coordinator**

Kristina Anderson

### **Education Managers**

Kristina Anderson

Karen Clatworthy

Diana Corker

Alicia Davis

Angel Gurski

Sarah Mullins

Brenda Riffe

Jenny Schoettker

### **Health Nurses**

### **Preschool Nurse - Sarah Gottlieb**

Lisa Hartney

Lori Haapala

Angie Dickens

Cathy Shepherd

Susan Povick

Laura Barber

Sheila Estep

Don Springer

Danita Nellhaus

Sharon Richardson

Jean Frame

Jane Perrow

Alicia Warden

Tony Jafari

Delynn Davis

Maggie Kelly

Beth Schram

Teresa Evans

Diana Hunt

Amy Stierwalt

Janet Allio

Belle Haddad

Linda Parsons

Holley Bailey

Allison Wilson

Ashley Johnson

Tracy Zachwieja

Melanie Pierson

Sarita Bennett

Cindy Young

Lynn Wise

### **Preschool Social Workers**

Kim Beckett

Jennifer Lilly

### **Social Workers**

Hilda Armstrong

Melissa Cottrell

Tawonna Austin

Saundra Clifford

Sonia Ruffin

Genel Austin

Candace Reuben

Kimberly Graley

Terenia Combs

Dontryse Greer

Stephanie Woods

Caty Culbertson

Stephanie Woods

Kim Legg

Linda Breeden

Caitlyn Lastoria

Jenny Woodson

Dani Crouch

Jeannette Bragg

LaQwanza Williams

### **Parent Liaison/Policy Council**

Kim Beckett

### **Head Start Secretary IIIA**

Sherry Blake

### **Enrollment Clerk**

Marlene Walker

### **Accountant IIIA**

Diane F. Young

### **Contracted Fiscal Asst**

Jordan Stinson

### **Cook**

Gina Roblee

### **Custodians**

Margaret Fink & Tonya Harding



**KANAWHA COUNTY SCHOOLS PRESCHOOL JOB DESCRIPTION**  
**PRESCHOOL DIRECTOR**  
**DIVISION OF ELEMENTARY EDUCATION**

**QUALIFICATIONS:**

1. Master's degree in Early Childhood Education.
2. Minimum of three (3) years of classroom experience in teaching kindergarten and/or preschool children in public school.
3. Administrative experience preferably in preschool
4. Working knowledge of grant writing and implementation of education programs for young children and families.
5. Experience in working with disadvantaged families/children.
6. Experience working with community programs
7. Experience in working in a Head Start/Pre-K Program.
8. Experience and expertise in technology implementation.
9. Experience and expertise in strategic planning and grant writing.

**REPORTS TO:**

The Assistant Superintendent of Elementary Education

**SUPERVISES:**

Preschool Personnel which includes the Preschool Coordinator, Education Managers, Social Workers, Registered Preschool Nurses, preschool social workers, secretaries, clerks, coordinator of services, accountant, psychologist, Parent Coordinator, contracted worker, parent assistants and volunteers and indirectly supervises teachers and aides in school and community partnership programs implementing WV Pre-K and Head Start services.

**SUPPORT RELATIONSHIPS:**

Works cooperatively with Directors of OES, Lead Social Worker and Lead Nurse. Works cooperatively with other divisions/departments staffs, school personnel, and the community to provide preschool Services to families/children county-wide. Coordinates services through Birth to Three and works collaboratively with Preschool Special Needs Itinerant staff. Plans and schedules with Lead Preschool Special Needs Itinerant personnel. Works collaboratively with the DHHR and WVDE staff involved in the PIECES Program as well as Child Care and Faith Based Programs. Must be available to work in community programs with faith based/child care organizations in evenings and after normal office hours.

**JOB GOAL:**

To provide for the administration and development of the agency's Head Start/Pre-K Program.

**PERFORMANCE RESPONSIBILITIES:**

- Develop and direct the program design models and the implementation of those models according to the Federal Head Start Performance Standards, Policy 2525 and Policy 2419.
- Direct the hiring of staff with input from principals/administrators and the Head Start Policy Council and Pre-K CORE team.
- Work with the departments of Kanawha County Schools for the operation of the county, state and federal requirements. Work cooperatively with various departments of Kanawha County Schools to support the Director of Technology, Food Services, Board Treasurer, Board Council, Transportation Administrative Assistant and any other department that may be directly or indirectly involved with the successful implementation of the Kanawha County Preschool Program.

- Direct the communication system for the operation of the Head Start/Pre-K Program.
- Direct the grants management system of the Head Start and Pre-K Program and other grants from outside funding sources.
- Maintain records, necessary for the implementation and evaluation of the program on a yearly basis.
- Maintain financial records necessary for the implementation and evaluation of the fiscal program on a yearly basis.
- Evaluate staff according to federal, state and county policy.
- Seeks other funding sources and writes grants which will enhance the Head Start/Pre-K's Program Goals for families.
- Develop and direct the training/staff development programs for staff and parents.
- Attend professional training sessions as required by the regulations and as necessary to stay abreast of new local, state and federal regulations.
- Direct the development of the "Self-Assessment, Continuous Quality Improvement/Training Plan, and Community Assessment annually with staff, parents, community and governing body representatives of the CORE team and Policy Council.
- Implement and direct the various "Content Areas" of the Head Start/Pre-K Program.
- Direct the monthly reporting system used for audit purposes and the Head Start Enterprise system.
- Write and implement contracts with all community partners for the implementation of the program. Set up a vendor system to disburse funding as mandated in the contract.
- Maintain FTE and WVEIS systems of accountability with the WVDE.
- Direct monthly management team meetings with office staff for short and long range planning.
- Direct the expenditures of the program from multiple funding sources.
- Guarantee that parent policy groups (CORE team, Policy Council and Center Parent Groups) are established and charged with specific functions as outlined in the Head Start. Performance Standards and Policy 2525.
- Be an advocate for families at all times and implement the Head Start/Pre-K Parent, Family and Community Engagement Framework into the local program.
- Maintain documentation for all programmatic and financial aspects of the program for an annual audit.
- Develop a transition plan and implement it annually for children moving into the program and out of the program into kindergarten. This must include opportunities for parents to participate in informational meetings and visits to the schools.
- Monitor the various content areas of the Head Start/Pre-K Program: Early Childhood/Health Services, Community and Family Partnerships, ERSEA, Fiscal, Program Design and Management to ensure proper implementation of School Readiness Goals.
- Maintain programs, both in school and community partnership sites that meet the requirement of the Head Start Standards and Policy 2525.
- Recruit, enroll and approve participation in the program for 4 year old child (by September 1<sup>st</sup> of the year), Birth to Three and 3 year olds with IEP's. Oversee the enrollment process.
- Maintain a management system that provides a team effort to problem solving and implementation of the program. Incorporate the expertise of LSW, nurses and education manager for accountability in social areas, health and curriculum.

- Chair the WV Pre-K Collaborative Team for Kanawha County Schools. This involves notification to all licensed child care and faith-based sites, work with the DHHR CRW and other members of the team for development of the Plan until full universality is achieved by 2012.
- Participate in professional development sessions as required by KCS and others necessary to maintain a high level of expertise in the field of early childhood education.
- Monitor electronic enrollment system, WVEIS, and electronic achievement monitoring records in an efficient, accurate manner. Train staff to maintain electronic records on each child for attendance, meals, development and social/emotional skills.

**TERMS OF EMPLOYMENT:**

261 days

**EVALUATION:**

Performance evaluation in accordance to WVDE Policy 5310.

**JOB DESCRIPTION REVIEW:**

The job description will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. This should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRESCHOOL JOB DESCRIPTION**  
**SCHOOL NURSE**  
**DIVISION OF ELEMENTARY EDUCATION**

**QUALIFICATIONS:**

- Baccalaureate degree, with a major in nursing, with West Virginia State license to practice as a registered nurse.
- Meets West Virginia Department of Education certification requirements for school nurse.
- Has the following professional competencies:
  - Demonstrates expertise and experience in working with school-age children in health related fields.
  - Demonstrates ability to work as a member of a team.
  - Demonstrates ability to work individually without direct supervision.
  - Demonstrates ability to organize and schedule time efficiently.
  - Demonstrates knowledge of important, relevant and current issues pertaining to school-age children.
  - Demonstrates an understanding of health education programs.
  - Demonstrates ability to maintain complete and accurate records.
  - Demonstrates ability to relate a positive attitude in working with other staff members and the public.
- Demonstrates knowledge of the wellness concept and preventive health program.
- Demonstrates knowledge of health counseling techniques.
- Possesses health assessment and observation skills.
- Possesses at least minimal knowledge of local, state and national health resources.

**REPORTS TO:**

Lead School Nurse

**SUPERVISES:**

Personnel performing specialized health procedures.

**SUPPORT RELATIONSHIPS:**

Works cooperatively with Lead Nurse, division staff, school personnel and the community in planning and delivery of school health programs.

**JOB GOALS:**

To implement approved total health program at the local school level and collaborate with principals and teachers in providing health education for students and in-service programs for personnel.

**PERFORMANCE RESPONSIBILITIES:**

- Plans for school health services at the local school level to meet the particular health needs of students in that school.
- Delivers a broad range of school health services at the local level, including in some cases, services and educational programs for parents.

- Collaborates with principals and teachers to provide health education and in-service programs at the local level.
- Utilizes community health care resources in providing school health services for assigned schools which support the Parent, Family and Community Framework.
- Complies with health and screening regulations as mandated by West Virginia State law, West Virginia Department of Education regulations and county policies.
- Documents health information for appropriate school personnel and health care agencies.
- Provides statistical health information for the school health office.
- Implements a follow-up program to assure correction of remedial health problems.
- Assists in modification of the educational program for exceptional students and other students with health conditions that interfere with their ability to attend school and/or learn.
- Assesses immunization status of students entering a West Virginia school for the first time and provides information for a report to the West Virginia State Health Department Immunization Control Division and other appropriate agencies.
- Identifies and reports students at high risk for health problems.
- Completes health appraisals on all students referred by Office of Exceptional Students, parents, and teachers.
- Attends IEP meetings and writes health components of the Individualized Education Program for students at their assigned schools.
- Designates personnel to perform specialized health procedures on identified students.
- Trains and supervises designated personnel in performance of specialized health procedures.
- Provides for emergency care and first aid to injured and ill students and school personnel; maintains and replenishes health supplies.
- Provides instruction in CPR and First Aid for selected personnel and others as indicated.
- Counsels with students and parents, confers with teachers and other school personnel to share and interpret student health problems.
- Follows up on all abnormalities found, assists parents by referring to appropriate health care providers.
- Controls communicable diseases by observing signs and symptoms and providing follow up measures. Monitors tuberculin tests for students transferring from out of state.
- Maintains and promotes confidentiality within the legal, regulatory and ethical parameters of health and education.
- Records all health information for Health Services file; compiles health statistics for monthly, annual and any special reports. Records all pertinent Pre-K/Head Start information on PSTEPS computer based tracking system.
- Coordinates and assists in special medical services and clinics approved by the Office of Health Services.

- Makes home visits as necessary, coordinating with the school social worker and other staff as indicated.
- Coordinates with the school social workers and family resource workers to arrange transportation to health care agencies, if indicated.
- Follows up on all injury reports of students submitted by principals.
- Provides pre-enrollment screening for preschool and kindergarten students.
- Completes Medicaid billing forms on eligible students when appropriate.
- Investigates all requests from physicians for medical homebound placements and completes applications for approval.
- Re-evaluates students on medical homebound placements each quarter.
- Utilizes self-appraisal for the improvement of administrative skills.
- Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- Utilizes research in school nurse practice. Participates in research as appropriate.
- Performs other assignments related to the job as assigned by the Deputy Superintendent and the Lead School Nurse.

**TERMS OF EMPLOYMENT:**

200 days

Salary in accordance with established pay schedule

**EVALUATION:**

Performance evaluation in accordance to WVDE policy 5310.

**JOB DESCRIPTION REVIEW:**

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**PRESCHOOL PSYCHOLOGIST**  
**MENTAL HEALTH FACILITATOR**

**QUALIFICATIONS:**

- Ed. S. in School Psychology or its equivalent
- Eligibility for minimum certification requirements as defined by the West Virginia Department of Education
- Has the following professional competencies:
  - a. Demonstrates expertise in working with school-age preschool children and their families in psychological related areas.
  - b. Demonstrates ability to work as a member of a team.
  - c. Demonstrates ability to work individually without direct supervision.
  - d. Demonstrates ability to organize and schedule time efficiently.
  - e. Demonstrates knowledge of important, relevant and current issues pertaining to pre school children and their families.
  - f. Demonstrates an understanding of psycho-educational strengths and needs.
  - g. Demonstrates ability to maintain complete and accurate records.
  - h. Demonstrates ability to relate a positive attitude in working with other staff members and the public.
  - i. Demonstrates understanding of characteristics of different categories of exceptional services.
  - j. Demonstrates understanding of the Special Education process.
  - k. Demonstrates knowledge of computer usage.
  - l. Demonstrates the ability to write meaningful reports.

**REPORTS TO:**

Preschool Director

**SUPERVISES:**

N/A

**SUPPORT RELATIONSHIPS:**

Works cooperatively with staff members to develop and implement mental health disabilities programs and to deliver appropriate services to staff and students.

**JOB GOAL:**

The Head Start/Pre-K Mental Health Preschool Psychologist will apply psychological understanding and skills in the school setting; to provide comprehensive psychological services in the form of consultation, crisis intervention, counseling, training, program analysis, as well as keep abreast of current research and best practices in school psychology.

**RESPONSIBILITIES:**

Under the direction of the Preschool Director the Mental Health preschool Psychologist will manages services for Head Start/Pre-K children and their families with disabilities and mental health concerns, monitor classrooms and coordinate mental health services.

1. Work in collaboration with the Education Manager, Nurses and Training Committee to provide or arrange training for staff and parents on topics related to school readiness, preschool special needs and mental health.
2. Collaborate with classroom staff and specialist to ensure that children in need of integrated settings and of special assistance are served.
3. Provide counseling services to students and families.

4. Refer students and families to appropriate community resource agencies as needed.
5. Meet with principals, teachers, parents and students in regards to request for evaluations and consultations.
6. Attend Student Assistance Team Meetings to review students who may be prospective referral candidates with the goal of assisting with intervention strategies.
7. Assist classroom staff, parents and students with crisis situations which may involve provisions for emergency psychiatric hospitalization, child abuse services, and a total network of resources for acute needs.
8. Observe in the Head Start classrooms to better understand an individual student and assist the classroom staff in better accommodating the needs of students.
9. Participate in monthly KCS Psychological Services Staff Meetings for informational and enrichment purposes.
10. Demonstrates unbiased attitudes in fulfilling management duties.
11. Keep current on local agencies that provide appropriate services to young children and children with mental health disabilities.
12. Work in conjunction with KCS Preschool Special Needs and Family Service Workers to actively locate and recruit children with mental health needs and at risk.
13. Provide direct services to community based Head Start/Pre-K classrooms.
14. Work closely with the Education Manager and Nurse in the assessment process and follow-up to assure the special needs of each child's mental health disabilities and dental health concerns are met.
15. Receive and review referrals in collaboration with the Nurse, Classroom Staff and Head Start Staff to assure that all children receive the services that best meet their needs.
16. Refer student based on results of the Brigance Developmental Screening to the LEA (Preschool Special Needs Department) for further evaluation and/or services if needed.
17. Assure that MDET meetings and IEP meetings are held in a timely manner.
18. Assure that teachers receive training to identify children that show signs of problems such as serious depression, withdrawal, anxiety or abuse.
19. Facilitate the update of the Mental Health Service Plan and Community, Student Support Services Plan and Interagency Agreements.
20. Coordinate with Management Staff and support for the Fatherhood Initiative.
21. Be an advocate for families at all times and implement the Head Start Parent, Family and Community Engagement Framework into the local program.
22. Participate in Management, Health Advisory, Education Task Force, Training, Grant Writing, Self-Assessment, ECERS-R, Budget and Education Advisory meeting.
23. Attend conferences as requested for keeping abreast of the most up-to-date information to best meet the needs of the program.
24. Attend monthly Management Staff Meetings and Head Start Trainings.
25. Attend Policy Council/parent meetings as needed.
26. Attend Head Start Association Meetings to keep up-to-date on current Head Start issues when requested by the Director.
27. Monitor the implementation of the Standards presented in the Head Start Act in the classroom.
28. Prepare CQI (Continuous Quality Improvement) Reports and establish system of ongoing monitoring.
29. Prepare a daily log of activities.



32. Participate in professional development activities.

33. Performs other duties as assigned. (CLASS training; Summer program, etc.)

**TERMS OF EMPLOYMENT:**

200 Days of Employment

Contract days in summer as approved by the Preschool Director.

Salary in accordance with established pay scale for professional school personnel.

**EVALUATION:**

The Preschool Director will evaluate performance of this job annually and in accordance with WVDE policy 5310 and the Head Start Performance Standards

**JOB DESCRIPTION REVIEW:**

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance. They should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRESCHOOL JOB DESCRIPTION**  
**ASSISTANT ATTENDANCE DIRECTOR**  
**PRESCHOOL SOCIAL WORKER**

**QUALIFICATIONS:**

- Bachelor's degree in Social Work or related field from an institution approved by the WVDE.
- Certification in Attendance and Social Services approved by the WVDE.
- Master's preferred.
- Social work license preferred.
- Two years experience in social work and/or related area.
- Extensive knowledge of concepts, methods, organization and management of preschool attendance program.
- Ability to understand and interpret attendance laws and monitor proper implementations.
- Ability to develop and maintain effective working relationships with administrators, student support team, special services staff, community agencies, fellow employees and the general community.

**REPORTS TO:**

Kanawha County Schools Preschool Director; Lead Attendance Executive Director

**SUPPORT RELATIONSHIPS:**

Works cooperatively with Head Start/Pre-K school staff members to develop and implement appropriate services to staff, families and students. Works cooperatively with community agencies to provide appropriate extended services to students and families to meet special needs. Works with Head Start, WV Pre-K programs to assure that Head Start Performance Standards and WV Policy 2525 tenets are adhered to. Provide services to the schools by networking with staff, school personnel, and the community to plan and deliver social services and attendance needs.

**JOB GOALS:**

To provide resources in the area of attendance and social services for students that will enable them to achieve their maximum educational potential with movement towards an appropriate life adjustment; to effectively broaden attitudes of students and parents regarding the values inherent in the social academic processes of the school; provide student and families services for the Community based sites; monitors school-based social workers/family service worker; seek to establish and maintain effective communication between school, home, and the community.

**DEMONSTRATES THE FOLLOWING COMPETENCIES:**

1. Ability to support students in efforts to resolve their own problems.
2. The ability to elicit, collect, analyze, and interpret information.
3. The ability to develop a problem solving plan from information obtained.
4. Ability to recognize and respect individual differences and cultural backgrounds.
5. Ability to maintain a high level of confidentiality and integrity.
6. Ability to identify and obtain resources needed to assist others and negotiate between individuals and parents.

**RESPONSIBILITIES:**

1. Serves as a child advocate to insure that the child's education and protection rights are observed.
2. Pursues legal measures in accordance with laws in the state of West Virginia relating to attendance.
3. Participate and monitor the utilization of the PSTEPS online application/data collection system for enrollment and family documentation for Community based sites and assigned schools.

4. Provide family services to Head Start/Pre-K families that promote the Head Start/Pre-K Parent, Family and Community Engagement Framework to ensure school readiness.
5. Make home visits to enrolled, interview and service families.
6. Assure that children and families that are most in need of an integrated setting and of special assistance are served.
7. Participates in New Staff Orientation, Program Information Report, Self-Assessment and ECERS-R Early Childhood Environmental Rating Scale - Revised.
8. Provide services and individualized and/or group consultation/counseling to students, families and school staff.
9. Accepts referrals from the Department of Exceptional Students and completes social histories for Behavior Disorder placement.
10. Make home and agency visits for the purpose of gathering and disseminating information.
11. Participate in staff trainings and scheduled meetings,
12. Work with Preschool Director to implement recruitment, enrollment and monitoring in collaborative sites.
13. Keep abreast of community resources and school system resources.
14. Work with collaborative Pre School and Head Start sites.
15. Establishes communications and working relationships with parents and community regarding attendance and social services.
16. Works with Pre-K Enrollment Clerk and Family Resource Workers to maintain and monitor rosters of attendance and current data on preschool students.
17. Performs other job related duties as assigned by the Lead Attendance and Social Services Director and Preschool Director.

#### **TERMS OF EMPLOYMENT:**

200 Days of employment.

Contract days in summer as approved by the Preschool Director.

Salary in accordance with established pay scale for professional school personnel.

#### **EVALUATION:**

The Lead Attendance and Social Services Director will evaluate performance of this job annually and in accordance with WVDE policy 5310.

#### **DESCRIPTION REVIEW:**

This job description will contain information and facts considered essential to describing and evaluating job performance fairly and equitably. This should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**DISABILITIES FACILITATOR**

**QUALIFICATIONS:**

- Master's Degree in Preschool Special Education; Early Childhood Education
- Eligibility for minimum certification requirements as defined by the West Virginia West Virginia Department of Education
- Valid West Virginia teaching certificate Certified in Early Childhood
- Three (3) years experience in a Head Start/Pre-K classroom as a teacher.
- Administrative Experience Preferred
- Has the following professional competencies:
  - a. Demonstrates expertise in working with school- age preschool children and their families in related areas.
  - b. Demonstrates ability to work as a member of a team.
  - c. Demonstrates ability to work individually without direct supervision.
  - d. Demonstrates ability to organize and schedule time efficiently.
  - e. Demonstrates knowledge of important, relevant and current issues pertaining to preschool children and their families
  - f. Demonstrates an understanding of atypical and typical strengths and needs.
  - g. Demonstrates ability to maintain complete and accurate records.
  - h. Demonstrates ability to relate a positive attitude in working with other staff members and the public.
  - i. Demonstrates understanding of characteristics of different categories of exceptional services
  - j. Demonstrates understanding of the Special Education process.
  - k. Demonstrates knowledge of computer usage.
  - l. Demonstrates the ability to write meaningful reports/IEP's/Parents

**REPORTS TO:**

Preschool Director; Assistant Superintendent of Special Education

**SUPERVISES:**

Preschool Special Needs Itinerants

**SUPPORT RELATIONSHIPS:**

Works cooperatively with staff members to develop and implement special education/disabilities programs and to deliver appropriate services to staff and students.

**JOB GOAL:**

The Head Start/Pre-K Disabilities Facilitator will apply special education understanding and skills in the school setting; to provide comprehensive disabilities services in the form of consultation, crisis intervention, training, program analysis, as well as keep abreast of current research and best practices in preschool special education.

**RESPONSIBILITIES:**

Under the direction of the Preschool Director the Disabilities Facilitator will manage services for Head Start/Pre-K children and their families with disabilities concerns, monitor classrooms and coordinate special needs services.

1. Serve as a liaison to the Kanawha County Schools Preschool Special Needs Program.

2. Work with the Preschool Director in planning and budgeting of grant funds to assure that the needs in the IEP's are fully met and level of fiscal support to children with disabilities consistent with the Congressional mandate to meet their special needs.
3. Meet with principals, teachers, parents and students in regards to request for evaluations and consultations.
4. Attend Student Assistance Team Meetings to review students who may be prospective referral candidates with the goal of assisting with intervention strategies.
5. Observe in the Head Start classrooms to better understand an individual student and assist the classroom staff in better accommodating the needs of students.
6. Participate in monthly KCS Psychological Services Staff Meetings for informational and enrichment purposes.
7. Demonstrates unbiased attitudes in fulfilling management duties.
8. Keep current on local agencies that provide appropriate services to young children and children with disabilities.
9. Work in conjunction with KCS Preschool Special Needs and Family Service Workers to actively locate and recruit children with special needs or at risk.
10. Provide direct services to community based Head Start/Pre-K classrooms.
11. Work closely with the Education Manager and Nurse in the assessment process and follow up to assure the special needs of each child's disabilities and dental health concerns are met.
12. Receive and review referrals in collaboration with the Nurse, Classroom Staff and Head Start Staff to assure that all children receive the services that best meet their needs.
13. Refer student based on results of the Brigance Developmental Screening to the LEA (Preschool Special Needs Department) for further evaluation and/or services if needed.
14. Assure that MDET meetings and IEP meetings are held in a timely manner.
15. Coordinate with Management Staff and support for the Fatherhood Initiative.
16. Be an advocate for families at all times and implement the Head Start Parent, Family and Community Engagement Framework into the local program.
17. Participate in Management, Health Advisory, Education Task Force, Training, Grant Writing, Self-Assessment, ECERS-R, Budget and Education Advisory meeting.
18. Attend conferences as requested for keeping abreast of the most up-to-date information to best meet the needs of the program.
19. Attend monthly Management Staff Meetings and Head Start Trainings.
20. Attend Policy Council/parent meetings as needed.
21. Attend Head Start Association Meetings to keep up to date on current Head Start issues when requested by the Director.
22. Monitor the implementation of the Standards presented in the Head Start Act in the classroom.
23. Prepare Continuous Quality Improvement Reports (CQI) and establish system of ongoing monitoring.
24. Prepare a daily log of activities.
25. Participate in professional development activities.
26. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

230 Days of Employment

Contract days in summer as approved by the Assistant Superintendent of Special Education

Salary in accordance with established pay scale for profession school personnel.

**EVALUATION:**

The Preschool Director will evaluate performance of this job annually and in accordance with WVDE policy 5310, Head Start Performance Standards, Policy 2419, and Policy 2525.

**JOB DESCRIPTION REVIEW:**

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance. They should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS HEAD START/PRE-K JOB DESCRIPTION**  
**PRESCHOOL EDUCATION MANAGER**

**QUALIFICATION:**

- Valid West Virginia teaching certificate in Early Childhood and Preschool Special Needs
- Master's Degree in Preschool Special Needs
- Five years experience in a preschool special needs classroom as a teacher.
- Experience administering early childhood assessments
- Administrative certificate preferred

**REPORTS TO:** Kanawha County Schools Preschool Director and Preschool Coordinator

**SUPERVISES:** N/A

**SUPPORT RELATIONSHIPS:** Works cooperatively with staff members to develop and implement educational programs and deliver appropriate services to staff and students.

**JOB GOAL:** The Education Manager, within the area of his/her expertise, will instruct teachers and students using the methods that are consistent with the Head Start Performance Standards, Policy 2525, Policy 2520.15 and Policy 2419. This will be accomplished within the scope of his/her certification, the available financial resources of the school system, time and teaching resources and availability of supervisory assistance. The Education Manager will assist with an approved preschool curriculum and screening instrument and insure that students meet the appropriate readiness for entrance into kindergarten

**PERFORMANCE RESPONSIBILITIES:**

Under the direction of the Preschool Director and Preschool Coordinator, the Preschool Education Manager is responsible for the education content area of the program.

**DUTIES:**

1. Attend WVHSA & WVDE meetings to network and keep abreast of current Head Start/ WV Pre-k/Preschool Special Needs updates as requested by Preschool Director.
2. Monitor the implementation of Creative Curriculum, PSTEPS, Head Start Performance Standards, Policy 2525, Policy 2520.15, Policy 2419, Head Start and West Virginia Early Learning Framework Outcomes and the Early Learning Scale (ELS) in the classroom.
3. Monitor and analyze Child Outcomes aggregated data three (3) times per year.
4. Use Child Outcomes aggregated data to develop an on-going program planning and ongoing monitoring system.
5. Monitor classrooms on a monthly basis using the CQI process, Walk Through, and CLASS observation instrument.
6. Support classroom visits and monitoring provided for classroom staff. Programs should be monitored weekly and frequently ex: visit recommended scheduled calendar.
7. Monitor transition of children and implement school readiness goals.
8. In collaboration with the classroom teacher, Preschool Psychologist, Disabilities Facilitator and the School Nurse will act as a referral agent for children and families who are in need of Health/Mental Health/Disabilities Services.
9. Prepare, collaborate and assist in the grants to supplement and enhance the Kanawha County Schools Preschool Program.
10. Work with the Coordinator of Services and Secretarial Staff to assure the equipment, supplies and planning needs are met.
12. Keep abreast of research and trends in early childhood and preschool special needs and attend conferences as needed. Share websites on Early Childhood Best Practice with teaching staff.

13. Keep a monthly log of activities by submitting a calendar on Google calendar the first of each month.
14. Prepare a Continuous Quality Improvement (CQI) plan and provide ongoing monitoring reports to be given to the Preschool Director and Preschool Coordinator.
15. Attend Policy Council and Pre-k Collaborative Director's meetings as needed.
16. Establish **positive rapport and advocacy** for children and parents while implementing the Parent, Family and Community Engagement Framework.
17. Work with the Staff Training Committee to prepare the yearly training calendar and Training Plan, Self – Assessment based on aggregated ELS, Community Needs, CLASS, and Self-Assessment data.
18. Facilitate along with the Preschool Coordinator, Preschool Psychologist, Disabilities Facilitator and the Lead Nurse on the annual update of the Education/Health Service Plan
19. Meet monthly with the Preschool Nurse, Preschool Psychologist, Disabilities Facilitator and Preschool Coordinator to review screenings and classroom observations.
20. Work in collaboration with the Preschool Coordinator to complete annual Student learning goals for each Preschool Teacher.
21. Participate on the Health Advisory, Management Team, Training Committee, CLASS and the Education Advisory Committee.
22. Work with the Preschool Director in planning and budgeting of funds to assure that the grantee maintains a level of fiscal support for the education of children.
23. Work in collaboration with the Preschool Psychologist, Disabilities Facilitator and the Nurse to provide or arrange training for staff on the prevention of disabilities or other related training that supports the curriculum and preschool special needs.
24. Participate in New Staff Orientation and provide support for new Preschool Classroom staff.
25. Strong working/communication skills with students, parents and peers.
26. Plans and implements a variety of activities related to legal issues, curriculum, parent involvement, Positive Behavior Support (PBS), communication, and strategies for young children.
27. Assists with the transition process from WV Birth to 3 and weekly screening and evaluation clinic.
28. Assist classroom staff on screenings and evaluations of students referred for special education.
30. Observes referred students in a natural setting for initial evaluations and to assist in FBA, BIPs development.
31. Scores and writes an evaluation reports for students and identifies strengths and weaknesses of the students in compliance with WV Regulations for the Education of Exceptional Students.
32. Serves on the Eligibility Committee and initial Individualized Education Program (IEP) Committees.
33. Insures that all developmentally delayed students receive FAPE.
34. Insures that all forms for eligibility, IEP, transition, instruction procedures and other needed forms are completed and given to the Lead Special Needs Itinerant so they can be filed correctly in the main folder and copies forward to OES and Pre K.
35. Insures confidentiality of special education student information.
36. Submits requests and classroom needs for orders/ materials/equipment for preschool special needs classrooms to the Disabilities Facilitator.
37. Maintains files on new federal, state, and local laws regulations, policies, and best practices.



38. May attend and participate in interagency meetings and planning to include Starting Points, Pre K, Head Start, WV Early Childhood Transition Steering Committee, State Transition, Head Start, WV Birth to Three, and KCS Special Ed Steering Committee, etc.
39. Assists with public awareness information to community agencies, service providers and Kanawha County Schools staff.
40. ELS and CLASS trained.
41. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Regular School Calendar – 200 days  
Salary in accordance with established pay schedule for school professional.  
Contract days in summer as approved by the Preschool Director

**EVALUATION:**

Performance of this job will be evaluated annually by the Early Childhood Coordinator in accordance with WVDE Policy 5310.

Revised June 2018

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**PRESCHOOL COORDINATOR**

**QUALIFICATIONS:**

- Master's degree in Early Childhood Education, Educational Leadership or related field
- Minimum of three (3) years of classroom experience in teaching preschool and/or early childhood grades (Pre-K through 4<sup>th</sup> grade) in a public school
- Experience in a Head Start/Pre-K program preferred.
- Administration Certification.

**REPORTS TO:**

Kanawha County Schools Preschool Director

**SUPERVISES:**

Kanawha County Schools Community-based Preschool Staff; Education Managers

**SUPPORT RELATIONSHIPS:**

Work cooperatively with staff members to enforce the implementation of effective educational programming for staff, children and families.

**JOB GOAL:**

The Early Childhood Coordinator, within the area of his/her professional expertise, will follow Kanawha County School Board Policies, Procedures, Regulations along with the Standards presented in the Head Start Act and Policy 2525 will maintain the operation of the Head Start/Pre-K Preschool classrooms and supervision of staff.

**PERFORMANCE RESPONSIBILITIES:**

Under the direction of the Preschool Director, the Early Childhood Coordinator is responsible for supervising and monitoring the Community-based Head Start/Pre-K Programs, staff and students with methods that are consistent with the Standards presented in the Head Start Act/Policy 2525. This will be accomplished within the scope of his/her certification, the availability of financial resources of the school system, time, resources and availability of supervisory assistance.

**DUTIES:**

1. Mentor and monitor the Head Start/Pre-K community-based classrooms by substituting and acting as a role model.
2. Make referrals to Family Service and Social Worker's Staff.
3. Be available for Family Nights (non-traditional work hours).
4. Prepare a log of daily activities and monthly progress.
5. Schedule monitoring visits to assigned Head Start/Pre-K classrooms weekly.
6. Participate on the Preschool Management Team, Education Committee, Health Committee, Early Childhood Collaborative Team, Grant Writing Committee and assist in the development of the Head Start/Pre-K Community Needs Assessment annually.

7. Conduct training as needed/Faculty Senate/Staff Development.
8. Monitor the implementation of Creative Curriculum, Early Learning Standards and PSTEPS.
9. Monitor classrooms utilizing the Walk Through, CLASS, Teacher Implementation Checklist
10. Monitor transition of children during program change.
11. In collaboration with the classroom teacher, Mental Health facilitator, Disabilities Facilitator, Education Manager, Social Worker, and Head Start Nurse act as a referral agent for children and families in need of Head Start/Pre-K Services.
12. Participate in preparing Continuous Quality Improvement (CQI) Reports to be given to the Preschool Director as needed.
13. Work in collaboration with the Education Managers to complete annual student learning goals for Head Start Teacher.
14. Supervise Education Managers to ensure classroom visits, classroom monitoring and implementation of education services are implemented daily.
15. Attend conferences, CORE team, Pre-K Collaborative Director's meetings and Policy Council as requested.
16. Maintain files on assigned preschool staff and Education Managers.
17. Work with the Education Managers to assure that equipment, supplies and planning needs are met.
18. Follow-up with outside agencies that directly benefit the program while ensuring active recruitment at all times.
19. Establish positive rapport and advocacy for children and parents while implementing the Parent, Family, and Community Engagement framework at assigned sites. (ERSEA)
20. Facilitate the maintenance of community-based sites
21. Write grants applicable to the Head Start/Pre-K Program
22. Participate in the Self-Assessment and on the ECER-R Teams.
23. Develop partnerships with the greater community and facilitate the Community Advisory meetings.
24. Monitor the implementation of the Head Start Performance Standards and Policy 2525.
25. Monitor the implementation of the WVHSA Child and Family Outcomes and WV ELSFS.
26. Establish Positive Rapport and Advocacy for parents.
27. Attend SAT, Eligibility and IEP Committee meetings and annual reviews held by Special Educators.
28. Available for parent/child conferences (non-traditional work hours).
29. Assist teachers obtaining a Master's degree online through WVU by supervising as a Cooperation Professional.

30. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:**

Year-round calendar – 261 days.

Salary in accordance with established pay scale for professional school personnel.

**EVALUATION:**

Performance of this job will be evaluated annually by the Early Childhood Director in accordance with WVDE Policy 5310.

**JOB DESCRIPTION REVIEW:**

This job will contain information and facts considered essential to describing and evaluating job performance fairly and equitably. This should not be construed as detailed statements of all the work required to be performed.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CLASSROOM TEACHER**

**QUALIFICATIONS:**

- College degree in Early Childhood with West Virginia Early Childhood Certification at minimum.
- Interest and desire in working with low-income families.
- Experience in working with a Head Start Program.
- Satisfactory or above evaluations.
- Former Head Start Parent.

**RESPONSIBILITIES:**

Under the director of the Preschool Director, the local school principal, the teacher is responsible for planning, development and implementation of the classroom program and the supervision of the classroom adults.

**DUTIES:**

1. Utilizes all of the Head Start/WV Pre-K Content Area Plans developed for the program.
2. Plans and coordinates classroom activities with the teacher aides(s) and other adults in the classroom.
3. Maintains individual records for each child, including permanent record cards.
4. Maintains a clean, attractive and safe classroom according to the Head Start Health and Safety Checklist in the Performance Standards, ECERS-R and Self-Assessment.
5. Assesses individual children and writes "Child Action Plans" for individualization in daily planning.
6. Works with the parents to achieve common goals for the children.
7. Maintains classroom volunteer records for parents and community volunteers and "signs off" that they are accurate and current monthly. Supervises Classroom Assistants, Classroom Volunteers, and Parent Assistants.
8. Insures confidentiality of records of children and families and keeps them in a locked cabinet.
9. Attends staff meetings, pre-service training programs according to the Preschool Unified Calendar.
10. Implement the school readiness goals and the transition plans.
11. Advocates the parents' role as "Primary Education of the Child".
12. Submit monthly records as required to the Head Start/Pre-K Central Office in a timely manner and accurate manner.
13. Sits with children at meal times (breakfast, lunch and snack) to encourage good meal patterns of behavior, manners, and discussion of new and favorite foods.
14. Practices good health habits, and avoids the use of gum, sodas, etc., in the presence of children.
15. Encourages parents to be an "active" part of the program by allowing them to volunteer in the classroom, at home, on field trips, or any manner that is a positive influence for the center and program.
16. Works cooperatively with content area staff and be willing to participate as the facilitator of the "Teaming Meeting" held at each center on a regular basis.
17. Submit supplies/equipment requests as needed based on funding.

18. Utilizes the County Wide Head Start Curriculum, Creative Curriculum, PSTEPS, thematic unit approach to planning and implement the Parent, Family and Community Engagement Framework.
19. Makes home visits to each family two times per year and has two conferences with parents.
20. Conducts an Open House at the beginning of the school year.
21. Performs related duties as assigned.

**TERMS OF EMPLOYMENT:**

200 Days

Salary in accordance with established pay schedule for school professional

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board of Education Policy 5310 on evaluation of professional personnel.

**PRINCIPLE ACCOUNTABILITY:**

1. To maintain confidentiality
2. To maintain positive work habits.
3. To perform duties efficiently and productively.
4. To maintain and/or upgrade skills.
5. To develop and maintain a safe work environment at all times

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CLASSROOM AIDE I, II, III, IV**

**A. AIDE I, AIDE II, AIDE III, AIDE IV**

**Aide I** – means those personnel selected and trained for teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide exclusive of special education aides.

**Aide II** – means those personnel referred to in the “Aide I” classification who have completed a training program approved by the state board of education, or who hold a high school diploma or have received a general educational development certificate or special education aides with or without the above training.

**Aide III** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general educational development certificate and have completed six semester hours of college credit at a higher educational institution or any aide who is employed in any special education program who has one year experience as an aide in special education.

**Aide IV** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general education development certificate and who have completed 18 hours of state board approved college credit at a regionally accredited institution or higher education and successfully completed and in-service training program determined by the state board to be the equivalent of three hours of college credit.

**B. JOB DESCRIPTION SUMMARY:**

The aide is under the supervision of the principal, teacher or supervisor and provides general assistance to the students and staff.

**C. DIMENSION:**

Generally closely supervised. Performs basic tasks for teacher. Work should be determined based solely upon needs of the student.

**D. NATURE AND SCOPE:**

Supervised position, generally by principal, bus supervisor and/or teacher.

**DUTIES:**

1. Assist children on and off bus.
2. Help to maintain up to date classroom inventory.
3. Assist supervise special needs students.
4. Assist children in the classroom, on the playground and at meal time.
5. Provide individual group instruction under supervision of the teacher.
6. Reports information about a child's development and behavior to the teacher.
7. Attends staff meetings, pre-service and in-service training programs according to the Preschool Calendar.
8. Assist the teacher in maintaining a clean, attractive and orderly room.
9. Assist in the care of equipment and supplies and reports when materials need repaired or replaced.

10. Sits with the children at meal times (breakfast, lunch/or snack) to encourage good meals pattern of behavior, manners and discussion of new and favorite foods.
11. Assist in home visits and conferences with teacher.
12. Help teacher prepare materials and equipment for instruction to enhance school readiness.
13. Maintain confidentiality.
14. Assists teacher with paperwork required to be turned in monthly.
15. Practices appropriate health habits and avoids the use of gum, soda, cigarettes etc., in the presence of children.
16. Encourage parents to be an active part of the program while supporting the Parent, Family, and Community Engagement Framework.
17. Performs other duties as assigned by Head Start Teacher.
18. To acquire additional training in First Aid, CPR, and Behavior Management.
19. Lifts students.
20. Toilet students.
21. Other health procedures, example clean cauterization.
22. Feed students.
23. Obtain the ACDS, CDA or equivalent.

#### **QUALIFICATIONS:**

- High school diploma or its equivalent
- Apprenticeship for Child Development Specialization required by 2013
- Experience in preschool or similar program
- Experience in Head Start preferred

#### **RELATIONSHIP WITH SUPERIORS AND SUBORDINATES:**

Receives close supervise and verbal instruction from the principal or others as delegated. Has no subordinates.

#### **CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Contacts limited to school personnel, families and children.

#### **KNOW- HOW REQUIRED:**

- Aptitudes for working with students and teachers required.
- Experience in working with low income children and families
- Interpersonal communication skills as needed for this position.
- Awareness of and sensitive to culture issues and local community practices.

#### **PROBLEM SOLVING:**

Solve daily problems in performing tasks, problems are generally assumed by Preschool teacher.

#### **FREEDOM TO ACT:**

Limited to parameter of duties as assigned by supervisor.



**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

**PRINCIPLE ACCOUNTABILITY:**

1. To maintain confidentiality.
2. To maintain positive work habits.
3. To perform duties efficiently and productively.
4. To maintain and/or upgrade skills.
5. To develop and maintain a safe work environment at all times.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**HEADSTART FAMILY RESOURCE WORKER**  
**AIDE I, II, III, IV**

**A. AIDE I, AIDE II, AIDE III, AIDE IV**

**Aide I** – means those personnel selected and trained for teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide exclusive of special education aides.

**Aide II** – means those personnel referred to in the “Aide I” classification who have completed a training program approved by the state board of education, or who hold a high school diploma or have received a general educational development certificate or special education aides with or without the above training.

**Aide III** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general educational development certificate and have completed six semester hours of college credit at a higher educational institution or any aide who is employed in any special education program who has one year experience as an aide in special education.

**Aide IV** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general education development certificate and who have completed 18 hours of state board approved college credit at a regionally accredited institution or higher education and successfully completed and in-service training program determined by the state board to be the equivalent of three hours of college credit.

**B. JOB DESCRIPTION SUMMARY:** The Head Start Family Resource Worker/Aide is responsible for the overall implementation of the Community/Family Partnership and ERSEA content area of the Head Start/Pre-K Program and is under the supervision of the Preschool Director and social worker. The Head Start Family Resource Worker/Aide is responsible to work closely with the school/site administrator, social worker, teacher and classroom staff to provide quality assistance to Head Start students and families.

**C. DIMENSION:** The Preschool Family Resource Worker is closely supervised. Performance is based upon meeting the needs of families and work requires being self-directed.

**D. NATURE AND SCOPE:** The Preschool Family Resource Worker will be responsible for the monitoring, nurturing and support of each enrolled Head Start/Pre-K Child and their family. The caseload of the Family Resource Worker will support the family in the transitioning of the child into the Head Start/Pre-K Program and into kindergarten. Priority will be given to keep the enrollment at each assigned center at one hundred percent (100%) with a waiting list monitored by the Social Workers and supervised by the Preschool Director.

**DUTIES:**

1. Act as a liaison between the Head Start/Pre-K Center, the student's family home and the community.
2. Visit the home to establish a relationship with the family.
3. Establish a Family Partnership Agreement and goal setting with each family and update regularly.
4. Responsible for implementing the ERSEA system and the Parent, Family and Community Engagement Framework.
5. Attend and accompany Head Start/Pre-K parents to local, state, regional and national meetings when appropriate.
6. Responsible for case management as specified in the Head Start Performance Standards/Policy 2525.
7. Transport parents and children to meetings and other appointments when necessary.
8. Take responsibility for recruitment of children and ongoing monitoring.

9. Inform Preschool Nurse of family/student health problems.
10. Provide Preschool Nurse of updated physical and dental status and assist families in crisis intervention.
11. Collect data in timely manner to meet Head Start time requirements.
12. Inform parents of the availability of local resources.
13. Provide emergency service referrals for designated families from assigned centers.
14. Attend and participate professionally in all specified meetings.
15. Maintain confidentiality in all Head Start matters.
16. Provide each family with a Resource Directory.
17. Provide each family with a Parent Handbook.
18. Schedule and facilitate monthly Parent Committee meetings.
19. Act as a member of the planning and implementation team to meet parent training requirements.
20. Visit centers on a regular basis to assist parents who are on site, to team with the classroom site to provide quality services and assist in emergency situations, and make home visits.
21. Complete a weekly work calendar of assignments that logs work activity to be submitted online.
22. Assist with the transition of four year olds to Kindergarten with the classroom staff and implement school readiness goals.
23. Act as a member of Team Meetings at the center level.
24. Participate in Management Team Meetings.
25. Participate in Federal Monitoring planning and Self-Assessment Team.
26. Input and maintain updated family files, rosters and PSTEPS online application.
27. Upgrade skill level to meet the requirements of Head Start.
28. Perform other duties as required.

#### **RELATIONSHIP WITH SUPERIORS AND SUBORDINATES:**

Receives close supervision and verbal instruction from the Director and work monitored by the Head Start Social Worker. **The Family Resource Worker must exemplify an outgoing, friendly, professional, positive and ethical attitude toward all staff and families for the betterment of enrolled Head Start families.** Have no subordinates.

#### **CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Contacts limited to school personnel, families and children.

#### **KNOW-HOW REQUIRED:**

- High school diploma or its equivalent.
- Experience in preschool or similar program.
- Experience in Head Start preferred.
- Sign a confidentiality statement as a qualification.
- Experience as a parent in Head Start.
- Experience in working in Kanawha County Schools.
- Experience in working in any other Head Start Program.
- Computer skills with experience in Microsoft Word, Excel, Power Point and Word Perfect.
- Experience presenting workshops.
- Experience in working with at-risk and disadvantaged families.
- Utilize Time Management and Planning Skills.
- Must be able to drive and have daily access to a car.

- Experience collaborating with outside agencies.
- Family Services training and/or certificate.

**PROBLEM SOLVING:**

The Family Resource Worker must be able to solve problems that surface concerning an enrolled child and his/her family in accordance and implement the Head Start Performance Standards/Policy 2525.

**FREEDOM TO ACT:**

Limited to parameter of duties as assigned by Preschool Director and monitored by the Social Worker.

**PRINCIPLE ACCOUNTABILITY:**

- To maintain positive work habits.
- To perform duties efficiently and productively.
- To maintain and/or upgrade skills.
- To develop and maintain a safe work environment at all times.

**TERMS OF EMPLOYMENT:**

200 Days of employment (contracted summers)

Salary on established pay scale for school personnel or contracted services.

Performance evaluation in accordance to WVDE Policy 5310.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**SECRETARY III-A**

- A. **SECRETARY III-A FOR HEAD START/PRE-K** – means personnel not defined as professional personnel employed in the county board office to coordinate all secretarial transactions in the Head Start/Pre-K program.
- B. **JOB DESCRIPTION SUMMARY:** The Secretary III-A provides secretarial assistance for the Preschool Director and program by handling correspondence, collecting and organizing information and performing delegated administrative tasks, thereby ensuring that the Head Start/Pre-K Office efficiently provides the materials and services necessary to support the district's educational programs.
- C. **DIMENSION:** Operate and maintains computer, calculator, copiers, typewriter, fax machine and telephone.
- D. **NATURE AND SCOPE:**

**CONTEXT:**

This job operates under the general supervision of the Director of Head Start/Pre-K. Operates job duties according to board policies and applicable personnel policies, statutes and regulations.

**DUTIES:**

1. Type correspondence for the Directors of Head Start/Pre-K with occasion of the composition of letters, minutes and reports.
2. Screens all calls, visitors and mail as well as schedules appointments for the Directors of Head Start/Pre-K and Conference room.
3. Maintain all leave forms for the Head Start/Pre-K Office, King Center, and Vista View.
4. Collect, organize and retain information necessary for statistical reports.
5. Order and maintain supplies.
6. Act as office receptionist.
7. Proof reads and edits as directed.
8. Maintains yearly employment contracts and personnel files.
9. Handles & inputs payroll
10. Assist with fiscal duties and reports.
11. Perform other related duties as assigned by the Director of Head Start/Pre-K.

**RELATIONSHIPS WITH SUPERVISORS AND SUBORDINATES:**

The Preschool Director supervises the Secretary III-A.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

The Secretary III-A has a working relationship with internal contacts in related divisions. Will have some outside contacts receiving phone calls and/or visits from organizations outside the school system.

**KNOW-HOW REQUIRED:**

- This position requires the ability to work independently and also to work with others.
- Maintaining confidentiality is essential.
- There is a necessity for patience and flexibility.

- High school graduate with several years of office experience, training and/or experience in computers. Computer literate and familiar with current computers and software used.
- WVEIS and KCS Online Application, data collection and PSTEPS knowledge is required.

**PROBLEM SOLVING:**

The Secretary III-A must meet all deadlines; adhere to established guidelines and work diligently to resolve concerns for Head Start and Pre-K.

**FREEDOM TO ACT:**

Generally limited to following standardized procedures.

**JOB DESCRIPTION REVIEW:**

The Superintendent will review this job description annually. All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.

**TERMS OF EMPLOYMENT:**

261 days full-time

Salary in accordance with pay schedule for service personnel

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**PRESCHOOL COORDINATOR OF SERVICES -ACCOUNTANT III**

- A. **COORDINATOR OF SERVICES/ACCOUNTANT III** – means personnel not defined as professional personnel employed in the county board office to coordinate all budget transactions in the Head Start/Pre-K program.
- B. **JOB DESCRIPTION SUMMARY:** The Head Start/Pre-K Accountant III is responsible for the accurate and timely implementation of budget supplements, transfers and monthly reports. Under the direction of the Preschool Director, the Head Start/Pre-K Accountant is responsible for maintaining and managing a categorical cash flow summary, furnishing budget reports and requisition funds for categorical programs.
- C. **DIMENSION:** The Coordinator of Services/Accountant III is responsible for maintaining records and files of all budgets, transfers and monthly reports related to the Head Start/Pre-K budget.
- D. **NATURE AND SCOPE**

**CONTEXT:**

This job operates under the general supervision of the Preschool Director. Operates according to board policies and applicable personnel policies, statutes and regulations.

**DUTIES:**

1. Set up annual budget.
2. Maintain records for annual review, including Fiscal Policies and Procedures Manual.
3. Attend monthly management meetings.
4. Input budget transfers and all information on the database.
5. Maintains all purchase orders.
6. Handles grant reports (GABI) (HSES) and inputting PIR data.
7. Monitoring and managing Head Start and Pre-K funds.
8. Assists with Policy Council and Teacher Trainings.
9. Prepare monthly financial report and present it to Policy Council.
10. Prepare Pre-K contracts/contractual budgets from General budget funds.
11. Perform other duties as assigned.
12. Perform annual closeout procedures before May 31<sup>st</sup>.
13. Perform other related duties as assigned by the Preschool Director.
14. Maintains School Books accounts.

**QUALIFICATIONS:**

1. High School Diploma or GED.
2. Training and/or experience in Bookkeeping, Accounting and Computers.
3. Computer literate and familiar with current computers and software used.
4. Passage of Accountant and Coordinator of Services Test.

**RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES:**

The Coordinator of Services Accountants III is supervised by the Director of the Head Start. Works closely with Preschool Management Staff, School Based Staff and Preschool Fiscal Assistant.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

The Coordinator of Services/Accountant III has a working relationship with The Kanawha County Schools Treasurer's Office, the Head Start Federal Program in Philadelphia, Pennsylvania and the Office of Business Management in Washington, D.C.

**KNOW-HOW REQUIRED:**

- This position requires the ability to work independently and also to work with others.
- Maintaining confidentiality is essential.
- There is a necessity for patience and flexibility.
- High school graduate with several years of office experience, training and/or experience in bookkeeping, accounting and computers.
- Computer literate and familiar with current computers and software used. WVEIS is required.

**PROBLEM SOLVING:**

The Coordinator of Services/Accountant III must meet all deadlines, adhere to established guidelines and work diligently to resolve concerns for Head Start.

**FREEDOM TO ACT:**

Generally limited to following standardized procedures.

**PRINCIPAL ACCOUNTABILITY:**

1. Maintain positive work habits.
2. To perform duties efficiently and professionally.
3. To maintain and improve skills and knowledge.
4. To keep informed of all related law, policy, rule and technical changes.
5. To develop and maintain a safe work environment at all times.

**JOB DESCRIPTION REVIEW:**

The job description will be reviewed annually by the Superintendent. All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed, as detailed statements of all the work required to be performed.

**TERMS OF EMPLOYMENT:**

261 Days full-time  
Salary in accordance with pay schedule for service personnel

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

Revised June 2017



**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CONTRACTED FEDERAL FISCAL ASSISTANT**

- A. FEDERAL FISCAL ASSISTANT FOR HEAD START** – means professional personnel contracted by the county board office to prepare all federal reports, develop the Head Start budget, monthly reports and perform variance analysis in accordance with federal requirements for the Head Start program.
- B. JOB DESCRIPTION SUMMARY:** The Federal Fiscal Assistant is responsible for the accurate and timely development of federal monthly/quarterly financial reports 272 and 269, financial forecasts and development of the Head Start budget.
- C. DIMENSION:** The Federal Fiscal Assistant is responsible for maintaining and restructuring the financial reporting process in accordance with organizational changes and federal reporting requirement. The Federal Fiscal Report Manager will maintain records and files of the Head Start budget, produce federal/monthly reports related to the Head Start budget.
- D. CONTEXT:** The job operates under the general supervision of the Director of Head Start, operates according to board policies and applicable personnel policies, statutes and regulations.

**DUTIES:**

1. Develops and monitors annual budget and produces GABI for grant application.
2. Maintain records for annual review, including Fiscal Policies and Procedures Manual.
3. Prepare monthly financial reports.
4. Prepare monthly financial reports to the Policy Council.
5. Submit federal reports 269 and 272.
6. Perform other duties as assigned.

**RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES:**

The Director of the Head Start Program supervises the Federal Fiscal Assistant.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

The Federal Fiscal Assistant has a working relationship with the Kanawha County Board of Education Treasurer's Office and the Head Start Federal Program in Philadelphia, Pennsylvania and the Division of Payment Management in Rockville, Maryland.

**KNOW-HOW REQUIRED:**

- This position requires the ability to work independently and also to work with others.
- Maintaining confidentiality is essential.
- There is a necessity for patience and flexibility.
- College graduate with several years of office experience, training and/or experience in bookkeeping, accounting and computers.
- Computer literate and proficient with Microsoft Word, Microsoft Excel, Peachtree and QuickBooks and able to learn proprietary systems/applications quickly and easily. WVEIS is required.
- Core competencies include:

Accounting Management  
Financial Analysis  
Forecasting

Cash Management  
Budgeting  
System Conversion

Technology Integration  
Regulatory Compliance  
Efficiency Improvements

**PROBLEM SOLVING:**

The Federal Fiscal Assistant must meet all deadlines; adhere to established guidelines and work diligently to resolve concerns for Head Start.

**FREEDOM TO ACT:**

Generally limited to following standardized procedures.

**PRINCIPAL ACCOUNTABILITY:**

1. Maintain positive work habits.
2. To perform duties efficiently and professionally.
3. To maintain and improve skills and knowledge.
4. To keep informed of all related law, policy, rule and technical changes.
5. To develop and maintain a safe work environment at all times.

**JOB DESCRIPTION REVIEW:**

The Superintendent will review this job description annually. All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.

**TERMS OF EMPLOYMENT:**

261 days contracted.

Salary established in accordance with education, certification and experience.

June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CLERK II**

- A. **CLERK II** - means personnel employed to perform general clerical tasks, prepare reports and tabulations and operate office machines.
- B. **JOB DESCRIPTION SUMMARY**: Performs basic clerical duties requiring some analysis, and a general knowledge of department and/or district operations is required as related to office work assigned.
- C. **DIMENSION**: May operate: computer, electric typewriter, copier, calculator, fax, and other office machines as required.
- D. **NATURE AND SCOPE**

**CONTEXT:**

Reports to one or more persons responsible for program functions within the organization. May be in an office or in a complex consisting of many persons, both clerical and professional.

**DUTIES:**

1. Performs several (but not necessarily all) of the following tasks:
2. Demonstrate the ability to communicate and work with staff members, students and parents.
3. Demonstrate good communication skills; i.e., listening, speaking, writing, etc.
4. Demonstrate the proper use of the telephone and telecommunications equipment including voice mail and FAX. Take and record phone messages courteously and accurately.
5. Operate office machines: i.e., calculator, duplicating equipment, etc.
6. Perform basic financial transactions.
7. Maintain records, i.e., student, general correspondence, financial, school lunch, etc.
8. Demonstrate basic math skills.
9. Process incoming and outgoing mail.
10. Schedule appointments, process purchase orders and maintain inventories.
11. Maintain a clean, safe and well-organized work area.
12. Operate a computer, utilizing the software available. Perform word processing skills effectively and efficiently; i.e., preparing memorandums, business correspondence, forms, reports, etc. Use word processing equipment to access stored information. Enter and retrieve data from the West Virginia Education Information System (WVEIS) and PSTEPS as it relates to the job.
13. Type straight copy at a minimum rate of 25 words per minute (wpm).
14. Proofread typed material for correct grammar, punctuation, spelling and format.
15. Maintain confidentiality as instructed.
16. Perform other tasks and assume other responsibilities as the immediate supervisor may from time to time assign.

**RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES**: All work assigned by the supervisor, directly or by predetermined schedule. Position has no subordinate position reporting to it.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT**: The degree of contacts will vary with the nature of the function and assignment within the function, but generally limited span.

**KNOW-HOW REQUIRED:** High school education or equivalent required with experience in office procedure, typing, and filing. General training in secretarial and other clerical skills (on the job) with experience preferred.

**PROBLEM SOLVING:** Meeting deadlines for assigned tasks.

**FREEDOM TO ACT:** Works within prescribed schedules and guidelines.

**PRINCIPAL ACCOUNTABILITY:**

1. To maintain positive work habits
2. To perform duties efficiently and productively
3. To maintain and/or upgrade skills
4. To develop and maintain a safe work environment at all times

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CONTRACTED Teacher's ASSISTANT**  
**Head Start PARENT**

- A. CLASSIFICATION:** Contract Teacher's Assistant
- B. JOB DESCRIPTION:** The Contracted Classroom Assistant is under the supervision of the Head Start Director, principal, and daily supervision of the Head Start teacher or supervisor and provides general assistance to the students and staff.
- C. DIMENSION:** Generally closely supervised. Performs basic task for teacher. Work should be based solely upon the needs of the student. Parents are a vital resource for Head Start, because they are familiar with the Head Start philosophy and services, and because they are familiar with their community. The Head Start agency also is an important place for employment opportunities for parents and a vehicle for providing additional skills for parents who are seeking employment or who are already employed. Parents employed by Head Start serve as role models and mentors for other parents. Confidentiality must be maintained at all times. (Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified). Performance Standard 1304.52(b) (3)
- D. NATURE AND SCOPE:** Assist teacher in implementation of Head Start Performance Standards and Service Plans.

**DUTIES:**

1. Assist teacher in implementation of Head Start Performance Standards and Service Plans.
2. Assist the children in the classroom, on the playground, mealtime, naptime and/or bus.
3. Participates in daily conferences with the Head Start Teacher to communicate daily success and lesson plans prepared by teacher.
4. Prepares materials necessary for the implementation of the creative arts and large motor curriculum.
5. Supervises children during naptime, activities or bus monitoring.
6. Insures confidentiality of information on children and families.
7. Assist the classroom staff in maintaining a clean, attractive and orderly classroom.
8. Assist on the school bus when applicable to ensure all preschool children are safe.
9. Encourage parents to be an active part of the program by allowing them to volunteer in the classroom, at home, on field trips, or any manner that is positive influence for the center and program.
10. Advocates the parent's role as "primary educator of the child" and reinforces the parenting skills necessary for success.
11. Attends trainings and meetings as required.
12. Practices good health habits, and avoids the use of gum, sodas, etc., in the presence of children.
13. Sits with the children at meals times (breakfast, lunch/snack) to encourage good meal patterns of behavior, manners, and discussion of new and favorite foods.
14. Communicates daily.
15. Performs other duties as assigned.

**RELATIONSHIP:**

Receives close supervision and verbal instruction from Preschool Director, Principal or classroom teacher.

**KNOW-HOW REQUIRED:**

- High School diploma or its equivalent
- Experience in preschool or similar program
- Willing to acquire CDA or Apprenticeship Credentials
- Experience in Head Start/Preschool
- Experience as a Head Start/Preschool Parent

**FREEDOM TO ACT:**

Limited to perimeter of duties as assigned by Preschool Director

**PRINCIPLE ACCOUNTABILITY:**

- To maintain confidentiality.
- To maintain positive work habits.
- To perform duties efficiently and productively.
- To maintain and/or upgrade skills.
- To development and maintain a safe work environment at all times.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**CLASSROOM VOLUNTEER**

- A. PARENT/GUARDIAN CLASSROOM VOLUNTEER:** Means a parent/guardian of a currently enrolled child who is trained to assist in implementing ongoing classroom activities under the supervision of the classroom teacher. Head Start parents are encouraged to participate in classroom activities as a volunteer. Pre-K parents are welcomed to volunteer in all classrooms.

**COMMUNITY VOLUNTEER:** Means a non preschool parent/guardian or a community agency representative who is trained to assist the classroom staff or provides the classroom with an in-house field trip

- B. JOB DESCRIPTION SUMMARY:** To assist the classroom staff in welcoming the children to the center and preparing them to go home. To assist the staff in classroom activities, meals, snacks, tooth brushing and hand washing activities as directed.
- C. DIMENSION:** There are no supervisory responsibilities. The individual must obtain a TB Tine test if volunteering on a regular basis (at least once a week). Must be free from conviction of child abuse or neglect. Must observe all school rules and policies.
- D. CONTEXT:** Reports to the classroom teacher to obtain assign duties. The work includes working with children and other adults. The ability to maintain confidentiality. Must be dependable and responsible.

**DUTIES:**

**Assist with the following:**

- Art Activities
- Music
- Circle Time
- Outside Play
- Story Time (Literacy)
- Field Trips
- Nutrition Experiences (Meals/Activities)
- Health Activities (Hand washing/Tooth brushing)

**RELATIONS WITH SUPERVISORS AND SUBORDINATES:**

Reports to the classroom teachers.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Contacts with all school staff.

**KNOW-HOW REQUIRED:**

Must be the parent/guardian of a currently enrolled child.

**PROBLEM SOLVING:**

N/A

**FREEDOM TO ACT:**

Limited to duties as assigned by the classroom teacher.

**PRINCIPLE ACCOUNTABILITY:**

- To maintain confidentiality.
- To maintain positive work habits.
- To perform duties efficiently and productively.
- To maintain and/or upgrade skills.
- To develop and maintain a safe work environment at all times.

Revised June 2017



**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**HEAD START/PRESCHOOL CONTRACTED PARENT ASSISTANT**

- A. **CLASSIFICATION:** Head Start/Preschool Parent Assistant
- B. **JOB DESCRIPTION SUMMARY:** The Head Start/Preschool Parent Assistant is under the supervision of the principal, teacher or supervisor and provides general assistance to the students and staff during preschool meals and/or bus monitoring.
- C. **DIMENSION:** Generally closely supervised. Performs basic tasks for teacher and school administration. Work should be determined based solely upon the needs of the student.
- D. **NATURE AND SCOPE:** Supervised position generally by classroom teacher.

**DUTIES:**

1. Clean and prepare tables for lunch.
2. Assist children in washing hands.
3. Assist children in setting the table.
4. Sit with children at lunch to encourage good meal patterns of behavior, manners, and discussion of new and favorite foods.
5. Assist children in clean up after lunch.
6. Assist on school bus to monitor preschool students.
7. Maintain confidentiality at all times.

**RELATIONSHIP WITH SUPERIORS AND SUBORDINATES:**

Receive close supervision and verbal instruction from classroom staff.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Contacts limited to school personnel and students.

**KNOW-HOW REQUIRED:**

High school education or equivalent required. Aptitudes for working with students and teachers required.

**PROBLEM SOLVING:**

Solve daily problems in performing tasks; problems are generally assumed by superior.

**FREEDOM TO ACT:**

Limited to parameter of duties as assigned by supervisor.

**PRINCIPLE ACCOUNTABILITY:**

- To maintain confidentiality.
- To maintain positive work habits.
- To perform duties efficiently and productively.
- To maintain and/or upgrade skills.
- To develop and maintain a safe work environment at all times in the classroom and/or school bus

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**OFFICE VOLUNTEER**

- A. OFFICE VOLUNTEER:** Means person volunteering to perform duties of typing, mass copying, operating office computers and assisting in preparation of materials to be sent home to parents/guardians in the Head Start/Preschool Office.
- B. JOB DESCRIPTION SUMMARY:** To type documents, make copies of specific assigned materials, prepare for mail preschool information to be sent home to parents/guardians and operate the necessary equipment to perform this task. To support the office staff, there by enhancing the program's Administrative component.
- C. DIMENSION:** There is no supervisory responsibility. The individual must be able to lift a minimum of 30 pounds. Must be dependable and responsible and maintain confidentiality. Volunteer work willingly with other staff and adults as necessary.
- D. NATURE AND SCOPE:**

**CONTENT:**

Reports to the Head Start/Pre-K Director for work assignments. Must meet all specified health and safety requirements; be free from conviction or felony. Must observe all school rules and policies. Volunteers may be required, as needed; to assist with other general office duties as may be requested by the Head Start Director.

**DUTIES:**

1. Assist in typing letters, newsletters and other documents.
2. Assist in running the copy machine.
3. Assist in preparation of materials for Head Start/Preschool parents/guardians.
4. Learn to use the office computer.
5. To perform other related tasks as assigned by the Head Start/Preschool Program Manager.

**RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES:**

Reports to the Head Start/Preschool Classroom Staff or Director.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Contact with all office staff as necessary.

**KNOW-HOW REQUIRED:**

Ability to maintain confidentiality and work cooperatively with other adults.

**FREEDOM TO ACT:**

Limited to parameters of duties as assigned by Head Start Classroom Staff and Director.

**PRINCIPAL ACCOUNTABILITY:**

- To maintain confidentiality.
- To maintain positive work habits.
- To perform duties efficiently and productively.
- To maintain and/or upgrade skills.
- To develop and maintain a safe work environment at all times.

Revised June 2017

**KANAWHA COUNTY SCHOOLS PRE SCHOOL HEAD START JOB DESCRIPTION**  
**PARENT CLERK/TECHNOLOGY ASSISTANT**  
**Aide I, II, III, IV**

**A. AIDE I, AIDE II, AIDE III, AIDE IV**

**Aide I** – means those personnel selected and trained for teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide exclusive of special education aides.

**Aide II** – means those personnel referred to in the “Aide I” classification who have completed a training program approved by the state board of education, or who hold a high school diploma or have received a general educational development certificate or special education aides with or without the above training.

**Aide III** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general educational development certificate and have completed six semester hours of college credit at a higher educational institution or any aide who is employed in any special education program who has one year experience as an aide in special education.

**Aide IV** – means those personnel referred to in the “Aide I” classification who hold a high school diploma or a general education development certificate and who have completed 18 hours of state board approved college credit at a regionally accredited institution or higher education and successfully completed and in-service training program determined by the state board to be the equivalent of three hours of college credit.

**B. JOB DESCRIPTION SUMMARY:**

The Preschool Parent Clerk/Technology Assistant is responsible for coordinating the training components for Head Start/Pre-K Staff and parents. They will be under the direct supervision of the Preschool Director and work collaboratively with Preschool Staff to ensure that training meets the requirements set forth in the Head Start Performance Standards and WV 2525.

**C. DIMENSION:**

The Parent Clerk/Technology Assistant will be closely supervised. Performance is based upon meeting the training needs of Kanawha County Schools Preschool Program.

**D. NATURE AND SCOPE:**

The Parent Clerk/Technology Assistant will be responsible for monitoring the Head Start Performance Standards/WV 2525 and ensuring that all training is in compliance.

**DUTIES:**

1. Collaborate with the Preschool Director and staff to plan meetings for staff and parents.
2. Coordinate the parent meetings; Act as the Policy Council Clerk
3. Work collaboratively with the Preschool Director and staff to plan and coordinate the training calendar with the Preschool Calendar.
4. Assist in the development of the Preschool Training, Staff and Volunteer Handbooks.
5. Participate on the Education and Management Team.
6. Work with the Policy Council Liaison in the planning and budgeting of funds specifically for Parent training.
7. Collaborate with appointed designee and work in developing partnerships with the greater community.

8. Assist with PSTEPS including scanning documents.
9. Assist with parent and community training as well as the Community Needs Assessment document.
10. Assist the Policy Council Liaison with new materials and resources pertaining to parent and community training and technology which support school readiness goals.
11. Attend conferences as requested to aid in keeping abreast of the current information and best practices on training Preschool Staff while implementing the Parent, Family, Community Engagement Framework.
12. Work with the ERSEA Specialist and Policy Council Liaison staff to collect and tally parent volunteer hours to submit monthly to the Preschool Director.
13. Submit calendar on Google calendar to Preschool Director.
14. Assist the ERSEA Specialist with applicant list and assisting applicants on site.
15. Assist the ERSEA Specialist with preparation and operation of the preschool application fairs.
16. Assist the ERSEA Specialist with attendance on WVEIS.
17. Assist the Policy Council Liaison with Policy Council members contact, trainings, taking of minutes, planning for meals, parent contacts, etc.
18. Assist the Family Service worker with the Healthy Families and Fatherhood Initiative, invites and activities.
19. Perform other duties as assigned

#### **RELATIONSHIP WITH SUPERIORS AND SUBORDINATES:**

The Parent Clerk/Technology Assistant must always exemplify an outgoing, friendly, professional and positive attitude towards all staff and work collaboratively with Teachers, Family Service Staff, Nurses and Parents to plan and provide viable training opportunities.

#### **CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

The Parent Clerk/Technology Assistant will collaborate with Preschool Staff, presenters, outside agencies, etc.

#### **KNOW-HOW REQUIRED:**

- High School Diploma or its equivalent
- Experience as a parent in Head Start
- Experience in working in Kanawha County Schools
- Experience in working in the Head Start/Preschool Program
- Computer skills with experience in Microsoft Word, Excel, Power Point, PSTEPS and WVEIS.
- Experience presenting workshops
- Experience working with at-risk and disadvantaged families
- Must be able to drive and have daily access to a car
- Experience collaborating with outside agencies
- Supervisory experience
- Family Services training and/or certificate

#### **PROBLEM SOLVING:**

The Parent Clerk/Technology Assistant must be able to be creative, solve problems, think analytically and work independently in planning workshops and training staff.

**FREEDOM TO ACT:**

The Parent Clerk/Technology Assistant will be limited to act only accordingly to the direction provided by the Preschool Director and Head Start Performance Standards/Policy 2525.

**PRINCIPAL ACCOUNTABILITY:**

- To maintain positive work habits
- To perform duties efficiently and productively
- To maintain and/or upgrade skills
- To develop and maintain a safe work environment at all times

Revised June 2017

**KANAWHA COUNTY SCHOOLS JOB DESCRIPTION  
PRESCHOOL COOK III  
HEAD COOK**

- A. COOK III:** Works with the direct supervision of the Cafeteria Manager and/or Principal to plan, direct, control, prepare, and serve meals in accordance with county, state and federal regulations.
- B. JOB DESCRIPTION SUMMARY:** Responsible for overseeing and producing tasty, safe and appealing meals, served in a pleasant and healthy eating environment. Responsible for maintaining accurate daily records and reports, operating equipment, establish written work schedules for kitchen staff members that ensures a productive and functional food service operation. Employee must get along well with others, be open to improvements and suggestions of subordinates, and maintain a pleasant disposition.
- C. DIMENSION:** Individual must have working knowledge to operate equipment, maintain inventory and record through use of computer program. Inspect and maintain equipment to ensure a safe work environment and requests proper maintenance.
- D. NATURE AND SCOPE**

**CONTEXT:** Reports directly to the Head Start Site Manager and/or Head Start Director. Gives and receives both written and verbal instructions.

**DUTIES:**

1. Establish written rotating work schedules for all kitchen employees.
2. Maintains accurate time records of subordinates.
3. Directs and assists in preparing meals that meet nutritional standards set by USDA considering food patterns of different age students, and maintain a workplace that will produce meals on time.
4. Order food items and kitchen supplies in a timely and cost efficient manner set by the Child Nutrition Office.
5. Receive incoming food and kitchen supplies, checking quality and freshness, inspecting foods for proper temperature requirements, and oversee foods into their proper storage areas in a timely manner.
6. Approves receiving invoices, verifying invoices with confirmations for correct cost and quantity of items ordered.
7. Schedule daily production of food items from meal counts to assure the highest quality of serving time.
8. Monitor and decide portion sizes of food served, maintain food being served at proper temperatures for optimum safety as established by local health regulatory agency.
9. Maintain and inspect kitchen facility for continued compliance with health and sanitation guidelines.
10. Responsible for training new kitchen personnel, cross training subordinates in the event of absences, and actively participate in the substitute cook on the job training program.
11. Must be knowledgeable and correctly use the mixer, convection oven, slicer, steam equipment, food processor, dishwasher, disposal, warmer, tilt skillet and range. Responsible for proper equipment use, care, cleanliness, and reporting needed repairs.
12. Assist in clean up after meals are served.
13. Participate in food service training as directed and planned by Staff Development Director and/or Child Nutrition Coordinator.

14. Maintain, locate, and be knowledgeable of labels and ingredient statements to prepare quality and safe meals adapted for special needs students.
15. Organize and plan location of kitchen equipment and supplies for maximum productivity, ease of workflow, and to assume a work safe environment.
16. Utilize perishable food products in a timely manner following FIFO (First in First out) inventory control.
17. Utilize USDA commodity food products, as they are made available.
18. Maintain daily meal production records in accordance with current state guidelines.
19. Inventory kitchen equipment, food and supplies as directed by the Child Nutrition Office.
20. Utilize computer when performing various program requirements, such as daily download of students enrolled, meal line operations, food ordering system, inventory control, and receiving food supplies for payment.
21. Maintain all federal, state and county program records at school site for a three-year-period.
22. Utilize all forms, procedures, guidelines, and deadlines set forth by the Director/Coordinator of Child Nutrition Programs.
23. Maintain strict personal hygiene practices and dress according to established county policies and local health regulations.
24. Assist building level administrator with written evaluation for each subordinate according to county policy.
25. Maintain daily flow of communication between school and county office via Internet/Email in case of emergency food alert recalls, delivery changes, shortages, substitutions, etc.
26. Must portray positive work habits, good decision-making and verbal/written communication skills.
27. Utilize USDA Resource Materials (i.e., Food Buying Guide & Recipe Books) when completing tasks in Child Nutrition Programs.
28. Must perform duties with little supervision.
29. Must be able to lift containers and cases of food products of weight using proper lifting techniques and safe Work habits.
30. Perform other related tasks as assigned by supervisor.

#### **RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES:**

Receives general supervision from the Site Manager/or Head Start Director.

#### **CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Has contact with school staff, students, school nurse, maintenance staff, federal and state inspectors, child nutrition office staff, kitchen staff, substitute cooks and parents.

#### **KNOW-HOW REQUIRED:**

Individual may specialize in one area of production, yet must be proficient in all areas of cooking, baking, and food preparation. Must be able to read recipes and make necessary calculations for ingredient measurements. Must have a functional working skill in operating all types of kitchen equipment. Should have a background in institutional or commercial food service. Must be able to pass all health requirements set up by the federal state and county government. Should have a pleasing personality and be able to get along well with others. High school education or equivalent required. In the absence of the Cafeteria Manager, Cook III should be able to order food, supplies and maintain kitchen records.

**PROBLEM SOLVING:**

Planning, organizing and coordinating to maintain a safe working environment to complete work as assigned in a professional manner.

**FREEDOM TO ACT:**

Act on written and verbal work assignments.

**PRINCIPAL ACCOUNTABILITY:**

1. To maintain positive work habits.
2. To perform duties efficiently and productively.
3. To Maintain and/or upgrade skills.
4. To develop and maintain a safe work environment at all times.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

Revised June 2017



**KANAWHA COUNTY SCHOOLS JOB DESCRIPTION**  
**Preschool Community-Based Custodian I**

- A. **CUSTODIAN I** - means personnel employed to keep building clean and free of refuse.
- B. **JOB DESCRIPTION SUMMARY:** Performs assigned tasks in keeping school buildings and grounds clean, safe, and attractive for the purpose of providing adequate educational environment for students and faculty.
- C. **DIMENSION:** Reports to either the building supervisor and/or building administrator. Operates various floor scrubbing machines, buffers, and vacuum cleaners and performs very minor maintenance required to keep these machines serviceable. Incumbent most likely will be required to work evenings or nights after school is dismissed.

D. **NATURE AND SCOPE:**

**CONTEXT:** Receives verbal or written instructions from the site manager or Head Start Director and is usually given responsibility for specific areas of the building. Generally assigned to a 215-day or less work year.

**DUTIES:**

1. Daily sweeps, dusts, mops or buffs all areas of the building assigned.
2. Daily cleans and sanitizes all plumbing fixtures and drinking fountains.
3. Daily cleans unusual classroom spills on demand.
4. Daily cleans carpet areas with vacuum cleaner and assists in wet cleaning these areas when appropriate.
5. Daily removes all waste and trash from area and prepares it for proper disposal.
6. Wash windows and waxes floors when instructed.
7. Sweep sidewalks and removes debris from grounds as required.
8. Needed repairs or problems encountered in area are reported to the Head Custodian or Custodian III. This may require leaving a written message if the supervisor works a different shift.
9. Ensure unnecessary lights are turned off to conserve electricity.
10. Ensure that the building is securely locked. Arming and disarming security systems may be required.
11. Assist in removing of snow and ice when necessary.
12. Responsible for seeing that rooms are arranged for special meetings or activities.
13. Perform other related duties as assigned by supervisor.

**RELATIONSHIPS WITH SUPERIORS AND SUBORDINATES:**

Receives either written or verbal instructions from the Head Custodian or Custodian III and has his work inspected by the supervisor and/or the building administrator.

**CONTACTS INSIDE AND OUTSIDE SCHOOL DISTRICT:**

Has internal contact, etc.

**KNOW-HOW REQUIRED:**

Must be able to comprehend written or verbal instructions and must possess sufficient mathematical skill to make proper dilutions and mixing of cleaning compounds. Must have a basic conception of the scope and

responsibility involved in the custodial work. Must also be able to climb a ladder and lift a minimum of 50 pounds. High school diploma or equivalent required.

**PROBLEM SOLVING:**

Must be able to set and maintain a work pace that will enable the custodian to complete assigned tasks in a satisfactory manner. Scheduling of jobs requires limited experience.

**FREEDOM TO ACT:**

Has some freedom in sequencing work load for maximum efficiency.

**PRINCIPAL ACCOUNTABILITY:**

1. To maintain positive work habits,
2. To perform duties efficiently, and productively,
3. To maintain and/or upgrade skills.
4. To develop and maintain a safe work environment at all times.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of support personnel.

Revised June 2017

### **Preschool Assessment Due Dates**

<b>Fall Assessment</b>	<b>September</b>
<b>Winter Assessment</b>	<b>February</b>
<b>Spring Assessment</b>	<b>May</b>

### **Early Learning Scale Assessment Guiding Principles**

1. Number and Numerical Operations
2. Classification and Algebraic Thinking
3. Geometry and Measurement
4. Scientific Inquiry
5. Self-regulations
6. Quality & Attributes of Engagement & Exploration
7. Oral Language
8. Phonological Awareness
9. Print Awareness
10. Writing

**KANAWHA COUNTY SCHOOLS  
PUPIL TRANSPORTATION  
3300 Pennsylvania Avenue, Charleston, WV 25302  
Telephone: (304) 348-6616, FAX: (304) 348-6128**

---

**PLEASE POST**

**October 3, 2017**

**TO: ALL EMPLOYEES**

**FROM: Brette Fraley, Executive Director, Pupil Transportation**

**RE: 2017-2018 INCLEMENT WEATHER PROCEDURES**

Below please find information regarding *INCLEMENT WEATHER PROCEDURES* for the 2017-2018 school year.

This will be announced by the local media and the Parent Link System.

**WHEN SCHOOLS ARE CLOSED FOR STUDENTS:**

**CODE B:**            **All 261 day employees are to report to work on time. All other staff ARE NOT REQUIRED TO WORK.**

**WHEN SCHOOLS ARE OPEN FOR STUDENTS ON A DELAY OR EARLY DISMISSAL – FOR ALL STUDENTS PRE-K THROUGH 12 AND ADULT VOCATIONAL CLASSES:**

**CODE C:**            **WHEN SCHOOLS ARE OPENING TWO HOURS LATE:**

All employees are to report to work at their regularly scheduled time. If they run into a problem (i.e. hazardous roads, etc.), they should call their Immediate Supervisor/Principal and advise them of their particular situation.

All morning vocational classes will be canceled. Announcements regarding changes in bus schedules and routes will be made by 8:00 a.m.

**CODE D:**            **WHEN SCHOOLS ARE CLOSED EARLY:**

All Vocational, Extra-Curricular activities, and Community Education classes scheduled for that afternoon or evening will be canceled. News media will be notified of early dismissal as soon as decisions are made in order that announcements can be made by noon.

## **INCLEMENT WEATHER PROCEDURES**

### **Page 2**

**In the event of certain weather conditions or other circumstances beyond the control of the school district, the Superintendent of Schools may provide alternative work schedules for employees and may require certain departments or working locations to report to work as deemed necessary for the efficient operation of the school system.**

**SCHOOL BASED CENTERS****COLLABORATIVE SITES**

<b>CENTER</b>	<b>PHONE #</b>	<b>CENTER</b>	<b>PHONE #</b>
<b>Alum Creek</b>	304-348-1935	<b>Bream #1, #2</b>	304-346-2551
<b>Andrews Heights 1, 2</b>	304-722-0232	<b>Charleston Child Care Schoenbaum</b>	304-414-4420
<b>Anne Bailey 1 &amp; 2</b>	304 -722-0230	<b>Christ Church -The Growing Place</b>	304-342-0192
<b>Belle</b>	304-949-2612	<b>Country Kids</b>	304-926-6003
<b>Bridge</b>	304-965-5501	<b>Creative Learning</b>	304-340-0006
<b>Bridgeview</b>	304-766-0383	<b>Discovery Kingdom</b>	304-768-9500
<b>Cedar Grove</b>	304-949-1642	<b>Friendly Faces</b>	304-744-6150
<b>Chesapeake</b>	304-949-1121	<b>Gateway 1, 2</b>	304-727-8002
<b>Clendenin 1 &amp; 2</b>	304-965-5311	<b>Kiddie Kollege 1, 2</b>	304-768-7417
<b>Dunbar 1 &amp; 2</b>	304-766-0366	<b>Morris Memorial 1, 2</b>	304-925-1413
<b>Edgewood</b>	304-348-6644	<b>Oakhurst</b>	304-746-0099
<b>Elk Center 1, 2, 3, 4</b>	304-348-7776	<b>Saint Andrews</b>	304-965-5437
<b>Grandview 1 &amp; 2</b>	304-348-1928	<b>Saint Francis 1, 2</b>	304-727-5690
<b>Holz 1, 2</b>	304-348-1906	<b>Union Mission Preschool &amp; Childcare</b>	304-542-1540
<b>Kanawha City</b>	304-348-1985	<b>YMCA of Cross Lanes 1 &amp; 2</b>	304-776-3323
<b>Kenna</b>	304-348-6104		
<b>King Center 1, 2</b>	304-348-1392		
<b>Lakewood 1 &amp; 2</b>	304-722-0200		
<b>Malden</b>	304-348-1973		
<b>Marmet</b>	304-949-2382		
<b>Mary Ingles Elem.</b>	304-348-6533		
<b>Midland Trail Elem.</b>	304-949-1823		
<b>Montrose Elem.</b>	304-348-1930		
<b>Nitro</b>	304-755-2451		
<b>Piedmont</b>	304-348-1910		
<b>Pratt</b>	304-949-4838		
<b>Richmond 1 &amp; 2</b>	304-766-0357		
<b>Ruffner</b>	304-348-1130		
<b>Ruthlawn 1, 2</b>	304-744-9482		
<b>Sharon Dawes</b>	304-595-3323		
<b>Raglin 1, 2, 3, &amp; 4</b>	304-766-0378		
<b>Shoals</b>	304-348-1900		
<b>Sissonville 1, 2 &amp; 3</b>	304-348-1961		
<b>Vista View</b>	304-345-6211		
<b>Weberwood</b>	304-348-1924		
<b>Weimer 1 &amp; 2</b>	304-722-0250		
<b>MCS West Side 1 &amp; 2</b>	304-348-6535		

### **Criteria for Enrollment**

- Four years old **prior to** July 1st of the year enrolling
- Three year old children with an IEP

### **Documentation you need to bring with you:**

- Department of Vital Statistics State Birth Certificate (with raised State Seal)
- Immunization records
- Most recent well-child exam
- Most recent dental exam
- Income verification (can be pay stub, prior year income tax, etc.)
- Lead and Hemoglobin blood results

### **Criteria for Placement**

1. Home School/Family Needs/OES/Head Start/McKinney Vento
2. Pre K
3. Three year old Head Start Children after November 1st - contingent upon available space

**Placement is contingent upon Criteria for enrollment**

# Quik-Guide<sup>®</sup> to Community Services For Kanawha County

Provided for you by: United Way of Central WV/LifeBridge Information & Referral \*denotes additions or changes

## UPPER KANAWHA VALLEY

### BUSINESS DEVELOPMENT

Upper Kanawha Valley Enterprise Community  
.....595-5991

### COMMUNITY SERVICES

Mustard Seed (Thrift Store) .....595-6002  
Rand Community Center .....925-8951  
Upper Kanawha Valley Starting Points  
Family Resource Center .....595-5521  
United Community Services .....442-5177  
Zig Zag Zoom (After School) .....595-3737

### DAY CARE

ABC Day Care .....949-3014  
Cedar Grove .....949-1642  
Cherish Moments .....926-8690  
Chesapeake .....949-2352  
Just Wee Kids .....949-4840  
Lil Lamb .....925-1176  
Malden New Start .....348-1942  
Midland Trail .....949-1823  
Pratt New Start .....595-3695  
Riverside .....949-6625

### FINANCIAL ASSISTANCE

Upper Kanawha Valley Improvement  
Council/Multi-CAP .....949-6077

### FOOD/NUTRITION

Chesapeake Senior Nutrition Program  
.....949-5797  
Operation Love .....949-1820  
Upper Kanawha Valley Improvement  
Council .....949-6077

### LAW ENFORCEMENT

Quincy Sheriff Detachment .....949-3136

### LIBRARIES

Glasgow Public Library .....495-3131  
Marmet Public Library .....949-6628  
Riverside Public Library .....949-2400

### MEDICAL SERVICES

Cabin Creek Health Center .....595-5006  
Upper Kanawha Medical Ctr .....595-1770

### SCHOOLS

Belle Elementary .....949-2612  
Chesapeake Elementary .....949-1121  
Malden Elementary .....348-1973  
Marmet Elementary .....949-2382  
Mary Ingles Elementary .....348-1975  
Midland Trail Elementary .....949-1823  
Pratt Elementary .....595-3695  
Sharon Dawes Elementary .....595-3323  
Cedar Grove Comm. School .....949-1642  
Dupont Middle .....348-1978  
East Bank Middle .....595-2311  
Riverside High School .....348-1996

### ADDICTION SERVICES

Alcoholics Anonymous .....800-333-5051  
Gamblers Help Network .....800-426-2537  
Highland Hospital .....926-1600  
Kanawha Valley Fellowship .....342-8051  
Narcotics Anonymous .....344-4442  
Pretera Center .....341-0294

### ADOPTION/FOSTER CARE

Braley and Thompson .....768-4721  
Burlington UM Family Services .....757-9127  
Children's Home Society .....345-3894  
WV DHHR .....558-7980

### BUSINESS DEVELOPMENT

Center for Economic Options .....345-0770  
Small Business Admin .....347-5220  
WV Development Office .....558-2234  
WV Small Business Dev Ctr .....558-2960

### CONSUMER PROTECTION

Attorney General .....800-368-8808  
Insurance Commission .....800-642-9004  
Product Complaints .....800-638-2772  
Public Service Commission 800-642-8544

### COUNSELING/MENTAL HEALTH

Behavioral Medicine .....341-1500  
Consumer Credit Counseling .....720-3640  
Family Services .....340-3676  
Highland Hospital .....926-1600  
Kanawha Pastoral Counseling .....346-9689  
\*Kanawha Valley Center .....347-9818  
Mountain State Family Alliance .....399-0126  
Pretera Mental Health Center .....341-0294  
Process Strategies .....348-1288

### COUNTY AGENCIES/SERVICES

Kan-Chas Humane Assn .....342-1576  
Kanawha County Library .....343-4646  
Kanawha County Probation  
Adult .....357-0500  
Juvenile .....357-0520  
Social Security .....347-5217  
Solid Waste Authority .....342-4477  
WV DHHR .....558-4098  
WV Rehabilitation .....766-2634  
WV Workers Compensation .....558-3575  
WVU Extension Office .....768-1202

### CRISIS INTERVENTION

Adult/Child Abuse Hotline 800-352-6513  
Resolve Family Abuse .....340-3554  
Rape/Sexual Assault Services .....340-3676

### DAY CARE

Central Child Care (Referrals) .....382-0797  
Connect Child Care R&R .....344-8290  
PAT Learn & Play Center .....414-4420  
Safe Harbor (Senior Adults) .....348-0774  
WV DHHR .....558-4098  
YWCA Child Enrichment Ctr .....340-3560

### DENTAL SERVICES

CAMC Dental Center .....388-9335  
Family Care .....414-4499  
Kanawha Dental Health Council  
Children .....348-6613  
Seniors .....348-0707  
Upper Kanawha Medical Ctr .....595-3282  
WV Health Right .....343-7003  
WVU Tech Dental Hygiene .....442-3345

### DISABILITY SERVICES

ACIL .....965-0376  
Children's Therapy Clinic .....342-9515  
Goodwill Industries .....346-0811  
Lions Club: Eyeglasses .....766-4891  
Quota Club: Hearing Aids .....414-4405  
Region II Family Network 341-0511 ext. 685  
or toll free .....888-711-4334  
WV Advocates .....346-0847  
WV Learning Disabilities Association  
toll free .....866-985-3211  
WV Rehabilitation .....766-2634  
WV Society for Blind .....766-2503

### DISASTER SERVICES

American Red Cross .....340-3650  
Emergency Service Office .....558-5380  
Salvation Army .....343-4548

### DOMESTIC VIOLENCE SERVICES

Rape/Sexual Assault Services .....340-3676  
WV Coalition Against DV .....965-3552  
YWCA Resolve Family Abuse .....340-3549

### EDUCATION/TRAINING

Charleston Job Corps Ctr .....925-3200  
Community Access, Inc .....766-2413  
Garnet Career Center .....348-6195  
Goodwill Industries .....346-0811  
Head Start .....348-1942  
Hope Workforce Dev. Center .....414-4440  
Job Squad .....612-4341  
Junior Achievement .....346-9753  
Kanawha County Schools .....348-7770  
Literacy Volunteers-Kanawha .....343-7323  
Mountaineer Challenge Academy  
.....1-800-529-7700  
Parents as Teachers .....340-3504  
Pretera Mentor Employment 341-0511x331  
River Valley Birth to Three .....414-4460  
WV DHHR/WV Works .....558-4098

### EMERGENCY NUMBERS (911)

Non-emergency .....357-0191  
Fire, Police, Ambulance .....911  
Sheriff .....357-0200  
State Police (Kanawha) .....558-7777  
Poison Control .....800-642-3625  
Adult/Child Abuse .....800-352-6513

### EMPLOYMENT

Career Consulting Services .....344-2273  
Center for Economic Options .....345-1298  
Community Access, Inc .....766-2413



Goodwill Industries.....346-0811  
 Hope Workforce Dev. Center.....414-4440  
 Prestera Mentor Employment.....341-0511x331  
 Senior Employment Program.....755-2385  
 Work for WV Career Center.....558-0342

#### FAMILY RESOURCE CENTERS

CAMC Family Resource Ctr.....388-2545  
 Upper Kanawha Valley Starting Points Family  
 Resource Center.....595-5521  
 KCS Parent Resource Center.....348-7715

#### FINANCIAL ASSISTANCE

Financial Assistance Referrals.....414-4405  
 Salvation Army.....343-4548  
 Social Security.....800-772-1213  
 Union Mission.....925-0366  
 Unemployment Office.....558-0291  
 WV DHHR.....558-0170

#### FOOD/NUTRITION

Central Child Care.....382-0797  
 Christ's Kitchen.....722-4284  
 Food Pantry Referrals.....414-4405  
 Food Stamps.....558-4098  
 Manna Meal.....345-7121  
 Senior Nutrition Program.....755-2385  
 WIC Program.....746-7880

#### HEALTH CARE/CLINICS/HOSPITAL

CAMC.....388-5432  
 Children's Therapy Clinic.....342-9515  
 Family Care.....414-4499  
 Kanawha-Charleston Health Dept.....348-0700  
 St. Francis Hospital.....347-6500  
 Thomas Memorial Hospital.....766-3600  
 Women's Health Center.....344-9834  
 WV Health Right.....343-7000

#### HEALTH ORGANIZATIONS

AIDS Hotline.....800-642-8244  
 Alzheimer's Association.....343-2717  
 American Cancer Society.....746-9950  
 Blind Physically Handicapped Services  
 .....558-4061  
 Brain Injury Assn of WV.....766-4892  
 CAMC Health Info Center.....388-9645  
 D.E.A.F.....766-9470  
 Diabetes Association.....768-2597  
 Easter Seal Society.....800-677-1390  
 ENCOREplus Breast Cancer Ed.....340-3643  
 Heart Association.....965-7998  
 Lions Club Sight Program.....766-4891  
 Lung Association.....342-6600  
 Lupus Foundation.....414-4405  
 March of Dimes.....720-2229  
 Multiple Sclerosis Society.....343-5153  
 Muscular Dystrophy Assn.....344-9807  
 Spinal Cord Injury.....766-4751

#### HOME HEALTH CARE

Coordinating Council for Independent Living  
 .....766-2245  
 348-8069 Kanawha Chas Health Dept.....348-8152  
 Kanawha Senior Services.....348-0707  
 WV Home Health Service.....348-1400

#### HOSPICE CARE

Kanawha Hospice.....768-8523

#### HOUSING

Habitat for Humanity.....720-0141  
 Housing Authority  
 Charleston.....414-4455  
 Dunbar.....768-8006  
 Kanawha County.....344-5141  
 South Charleston.....768-9315

St. Albans.....727-5441  
 HUD.....347-7000  
 Religious Coalition for Community Renewal  
 .....346-6398

#### KANAWHA COUNTY COURTHOUSE

Kanawha County Courthouse.....357-0100  
 Animal Control.....342-1576  
 Assessor.....357-0250  
 Circuit Clerk.....357-0440  
 County Commission.....357-0101  
 County Clerk.....357-0130  
 Kanawha County Probation  
 Adult.....357-0500  
 Juvenile.....357-0520  
 Magistrate.....357-0400  
 Prosecuting Attorney.....357-0300  
 Tax Division.....357-0210

#### LEGAL SERVICES

Legal Aid.....343-4481  
 WV Lawyer Referral.....800-642-3617  
 Senior Legal Aid.....800-229-5068

#### MENTAL HEALTH

Behavioral Med & Psychiatry.....341-1500  
 Family Service.....340-3676  
 Highland Hospital.....926-1600  
 Kanawha Pastoral.....346-9689  
 Mental Health Association.....340-3512  
 Parents of Murdered Children.....341-9710  
 Prestera Center.....341-0294  
 VET Center.....343-3825

#### RECREATION

YMCA.....340-3527  
 YWCA.....340-3550  
 Boys and Girls Club.....342-8831

#### SENIOR SERVICES

Adult Day Care.....348-0727  
 Central Charleston Senior Center.....348-0726  
 Council for Independent Living.....766-2245  
 Kanawha Valley Senior Services.....348-0707  
 Metro Area Agency on Aging.....766-4106  
 Nutrition Program for Elderly.....755-2385  
 Retired Senior Volunteer Program.....340-3636  
 Senior Employment Program.....755-2385

#### SHELTERS

Davis Child Shelter.....345-3891  
 Jericho House.....727-0179  
 Twin Cities Safe Haven.....727-6179  
 Patchwork.....340-3670  
 Roark-Sullivan Lifeway Center.....340-3616  
 Samaritan Inn.....343-9632  
 Sojourners.....340-3562  
 Union Mission Crossroads.....343-4352

#### TRANSPORTATION

Good News Mountaineer Garage.....866-448-3227  
 KAT (Special Needs).....343-0489  
 Kanawha Valley Senior Services.....348-0707  
 Kanawha Valley Regional Transportation (KRT)  
 .....343-7586  
 Medi-Cab.....342-5798  
 Prestera Non-emergency Medical Transportation  
 .....741-2460  
 \*Prestera TARP Subst. Abuse.....341-0511 x 154

#### THRIFT STORES

Goodwill.....346-0811  
 Heart & Hand House.....744-6741  
 Mountain Mission.....344-3407  
 Salvation Army.....343-4548  
 Union Mission.....926-0366  
 YWCA Gently Used Clothing.....340-3646

YWCA Gently Used Furniture.....344-1348

#### UTILITIES

Allegheny Power.....800-255-3443  
 American Electric Power.....800-982-4237  
 WV American Water.....800-685-8660  
 Verizon.....888-780-3965

#### VETERANS

Vet Center.....343-3825  
 Veterans Affairs.....558-3540

#### VOLUNTEER OPPORTUNITIES

American Red Cross.....340-3650  
 Kanawha Hospice.....768-8523  
 Literacy Volunteers.....343-7323  
 Salvation Army.....343-4548  
 Volunteer Resource Center.....414-4405

#### YOUTH SERVICES

Adolescent Health Initiative.....340-3622  
 Children's Home Society.....345-3894  
 Daymark.....340-3675  
 Hope Community Dev Corp.....414-4480  
 Kanawha Valley Center.....347-9818  
 Mountaineer Challenge Academy  
 .....1-800-529-7700

#### YOUTH ORGANIZATIONS

Big Brother/ Big Sister.....746-7900  
 Black Diamond Girl Scouts.....345-7772  
 Boy Scouts.....340-3663  
 Boys and Girls Club.....342-8831  
 4-H.....768-1202

#### WV STATE SERVICES/AGENCIES

WV DHHR.....558-0170  
 Child/Adult Abuse Hotline.....800-352-6513  
 Automated Health Systems (Medicaid)  
 toll free.....800-449-8466  
 Breast & Cervical Cancer Screening  
 Program.....558-5388  
 Children's Health Insurance (CHIP)  
 Toll Free.....877-982-2447  
 Children's Specialty Care.....558-8388  
 Child Support Hotline.....800-249-3778  
 Client Services (DHHR).....800-642-8589  
 Family Planning.....800-642-8522  
 Vital Statistics.....558-2931  
 Worker's Compensation.....800-628-4265  
 WV Advocates.....346-0847  
 WV Public Service Comm.....800-642-8544

**Updated: July 2004**

*This Quik-Guide lists the most often called services/agencies for Kanawha County. It is not all-inclusive nor does it list all the services each agency offers. For an updated copy, go to:*  
[www.regionalfrn.org](http://www.regionalfrn.org)



**Still don't know where to go for help? Call:**  
**United Way of Central WV**  
**LifeBridge**  
**Information & Referral**  
**414-4405 or**



**United Way**  
 of Central West Virginia

**1-800-540-8659**

[www.uwaycentralwv.org](http://www.uwaycentralwv.org)







**KANAWHA COUNTY  
SCHOOLS PRESCHOOL  
OFFICE**  
Roxalana Annex  
1004 Lower Midway Drive  
Dunbar, WV 25303  
Telephone: (304) 348-1942  
Fax: (304) 348-1352



## **KANAWHA COUNTY BOARD OF EDUCATION**

200 Elizabeth Street  
Charleston, West Virginia 25311 - 2119  
Ronald Duerring, Ed. D., Superintendent

Jim Crawford, President  
Ric Cavender  
Becky Jordon  
Ryan White  
Traci White

### **DISCRIMINATION PROHIBITED**

As required by federal law and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Jeane Ann Herscher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Phone 304-348-1344; to James Mullins, Section 504 Coordinator.