



KTEC Support Staff

Principal & Chief Operating Officer	Assistant Principal 4K– 5 West & Director of Stem Development	Assistant Principal 6-8 West	Assistant Principal K-8 East
<ul style="list-style-type: none"> • Ensure consistent communication with all stakeholder • Implementation of KTEC mission and vision • Budget development and management • Human Resource Manager • Evaluation and Staff Feedback • Liaison with KUSD and Governance Board • Oversees continuous improvement of curriculum and instruction • Develops community partnerships • Data-driven decision Making 	<ul style="list-style-type: none"> • Addresses daily staff and student needs • Addresses safety and facility needs • Supports high-quality instruction • LEGO Ambassador • Snap-on Tool Project Manager • Evaluation and Staff Feedback • Data-driven Decision Making • Implementation of KTEC Mission and Vision 	<ul style="list-style-type: none"> • Addresses daily staff and student needs • Addresses safety and facility needs • Supports high-quality instruction • Evaluation and Staff Feedback • Staff and student schedules • Data-driven Decision Making • Implementation of KTEC Mission and Vision 	<ul style="list-style-type: none"> • Addresses daily staff and student needs • Addresses safety and facility needs • Supports high-quality instruction • Evaluation and Staff Feedback • Coordinate Academic Career Planning • Coordinate parent conferences • Data-driven Decision Making • Implementation of KTEC Mission and Vision



KTEC Support Staff

4K-2 Coach	3-5 Coach	6-8 Coaches x2
<ul style="list-style-type: none"> Oversees Implementation of Response to Intervention System Assessment Coordinator Provides professional learning Resource for F & P classroom Resource for Orton-Gillingham Coach teacher teams with essential standards and assessment cycle 	<ul style="list-style-type: none"> Oversees Implementation of Response to Intervention System Assessment Coordinator Provides professional learning Resource for F & P classroom Resource for Bridges Math and Intervention Coach teacher teams with essential standards and assessment cycle 	<ul style="list-style-type: none"> Oversees Implementation of Response to Intervention System Assessment Coordinator Provides professional learning Resource for Edgenuity Resource for Infinite Campus and Alma Coach teacher teams with essential standards and the assessment cycle
Director of Communication and Public Relations	School Psychologist	Program Support Teacher
<ul style="list-style-type: none"> Fosters new and existing partnerships Maximizes KTEC's social media presence Ensures consistent communication and branding 	<ul style="list-style-type: none"> Resource for Response to Intervention Facilitator of Collaborative Student Intervention process Conducts and coordinates special education evaluations 	<ul style="list-style-type: none"> Resources for special education regulations Resource for behavior Management Resources for trauma sensitive Practices and social emotional learning
Assistant to Principal	Head School Secretary	Administrative support
<ul style="list-style-type: none"> Processes building requests Manages school and Principal's calendars Prepares for KTEC events and professional learning days Prepares documents for hiring process Purchasing Travel reimbursement 	<ul style="list-style-type: none"> Student Enrollment Immunizations Office Management Student fees Summer School Enrollment 	<ul style="list-style-type: none"> DC Trip Reimbursement Checks Office Management Field Trips Banking
Office Support	Office Support	Office Support
<ul style="list-style-type: none"> Student Support Attendance Wednesday Folders 	<ul style="list-style-type: none"> Student Support Attendance Wednesday Folders 	<ul style="list-style-type: none"> Student Support Attendance Wednesday Folders