

Screener Roles and Responsibilities

All classroom teachers, special educators, reading specialists, and literacy coaches must complete annual screener training provided through HCPSS prior to the first administration.

Classroom Teacher

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| <ul style="list-style-type: none">● Screener<ul style="list-style-type: none">○ Administer BOY/MOY/EOY○ Complete Benchmark Screener Letters and print Home Connect Reports○ Determine who receives translated letters and print○ Manage student logins○ Secure computers for Maze/RAN● Parent/Community<ul style="list-style-type: none">○ Provide support with parent concerns/questions● Data<ul style="list-style-type: none">○ Analyze data and monitor progress○ Participate in data discussions● Boost<ul style="list-style-type: none">○ Ensure fidelity○ Manage student use of computers○ Review data and usage | <ul style="list-style-type: none">● Progress Monitoring<ul style="list-style-type: none">○ Administer progress monitoring and complete Progress Monitoring Letters for students for whom they provide supplemental support○ Determine who receives translated letters, print and complete● Instruction<ul style="list-style-type: none">○ Collaborate with Special Ed/504 case managers and ELD teachers to review accommodations<ul style="list-style-type: none">○ Inform adjustments to Tier 1 instruction based on data○ Inform adjustments to small groups based on data |
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Reading Specialist

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| <ul style="list-style-type: none">● Screener<ul style="list-style-type: none">○ Assist teachers and long-term subs with completion○ Support answering teacher questions about Benchmark Screener Letter completion● Parent/Community<ul style="list-style-type: none">○ Provide support with parent concerns/questions● Data<ul style="list-style-type: none">○ Analyze data and monitor progress○ Create groups in Amplify○ Participate in data conversations○ Update Synergy database● Boost<ul style="list-style-type: none">○ Identify students and communicate with classroom teachers○ Manage computers/schedule○ Train students to access program | <ul style="list-style-type: none">● Progress Monitoring<ul style="list-style-type: none">○ Administer progress monitoring for identified students on caseload○ Assist teachers and long term subs with completion○ Ensure teachers have materials○ Complete Progress Monitoring Letters● Professional Collaboration<ul style="list-style-type: none">○ Communicate with classroom teachers about student progress○ Support staff with understanding the screener and Amplify resources |
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Screener Roles and Responsibilities

Special Educators

- **Screener**
 - Assist teachers with completion
 - Support teachers with completion of the Benchmark Screener Letter
- **Parent/Community**
 - Provide support with parent concerns/questions
- **Data**
 - Analyze data and monitor progress
 - Participate in data conversations
 - Update Synergy database (*coming soon*)
- **Progress Monitoring**
 - Administer progress monitoring to the students being serviced in reading by the special educator
 - Complete Progress Monitoring Letters

Literacy Coach

- **Screener**
 - Assist teachers and long-term subs with completion
 - Communicate timeline reminders and monitor completion
 - Support teacher completion of the Benchmark Screener Letter
- **Parent/Community**
 - Provide support with parent concerns/questions
- **Data**
 - Analyze data and monitor progress
 - Facilitate data conversations
- **Progress Monitoring**
 - Assist teachers and long-term subs with completion
 - Communicate timeline reminders and monitor completion
 - Support teacher completion of Progress Monitoring Letters
- **Professional Learning**
 - Work with administrators to ensure teachers are trained
 - Support staff with understanding the screener and Amplify resources
 - Support teachers and reading specialists with student concerns

Administrator

- **Communication**
 - Notify families and community of information as it relates to the screener
 - Remind staff of screening and progress monitoring windows
- **Data**
 - Monitor and analyze data
 - Participate in data discussions with teachers
- **Accountability**
 - Distribute Benchmark Screener Letters to classroom teachers (STC)
 - Monitor Boost usage fidelity
 - Monitor screener and progress monitor completion for each assessment window
 - Work with Literacy Coach to ensure teachers are trained

Screener Roles and Responsibilities

Central Office

- **Parent/BOE/Community**
 - Educate about DIBELS
 - Share BOY/MOY/EOY data
 - Monitor and update Canvas Page
 - Provide support with parent concerns/questions
- **Notifications**
 - Notify school staff of timelines and reminders through Canvas, DOS posts, and emails
 - Create and provide Benchmark Screener Letter
 - Create and provide electronic Progress Monitoring Letter
 - Provide translated letters
- **Data**
 - Review and analyze county data
 - Report results to BOE
 - Report countywide data to MSDE
- **Communication**
 - Advocate system-wide success and areas of need
 - Address questions and concerns from school staff, administrators, and BOE
- **Management**
 - Establish timeline: screening windows, progress monitoring windows, and communication
 - Manage Screener Canvas Page
 - Ensure COMAR and Ready to Read Act requirements are met
 - Purchase and distribute materials
- **Boost**
 - Monitor fidelity
 - Train staff
- **Amplify**
 - Assist with technology issues
 - Populate students
 - Assist teachers and long-term subs with screening and progress monitoring when needed
 - Meet biweekly with company
- **Professional Learning**
 - Continue to develop understanding of adequate progress
 - Train staff to understand student data
 - Provide learning opportunities for administrators during ACI meetings