

South Carolina KINDERGARTEN READINESS ASSESSMENT

Trainer Checklist

Use this checklist to help you prepare and stay on track of training your teachers and providing coaching!

Getting Started

☐ Complete KRA Training for Trainers

NEW KRA Trainers: To become certified to train teachers on the KRA, you must attend the full training-of-trainers (ToT) and earn a passing score of 80% or higher on a simulation exercise and content assessment. You will receive an email with your KReady account information before your training begins.

RETURNING KRA Trainers: Every year, you must complete an online refresher module and download your refresher certificate.

- You can use your same KReady account information to access the refresher module in the KReady PD site by going to: **PD Content > KRA Refresher**

Training Preparation

☐ Identify Teachers You Need to Train

Work with your District Test Coordinator to determine which teachers need to be trained.

Teachers NEW to the KRA: To become certified to administer the KRA, new teachers must complete the full KRA training which includes seven modules, simulation exercise, and content assessment.

- You are responsible for delivering this training and ensuring your teachers earn a passing score of 80% or higher on a simulation exercise and content assessment.

Teachers EXPERIENCED with the KRA: Every year, returning teachers must complete an online refresher module and download a refresher certificate.

- You are responsible for ensuring returning teachers access the refresher module and download their refresher certificate.
- Teachers can access the module in the KReady PD site by going to: **PD Content > KRA Refresher**

☐ Prepare Training Materials

All the materials you will need to deliver your training can be found in the KReady Trainers site. Before your training, select the training delivery format you will use and download all the materials you will need.

- You can find all training materials in the KReady Professional development site by going to: **Trainers > Training Materials**

☐ Check Out the KRA Newsletter

Be on the lookout for the KRA email newsletter during the KRA administration window. This resource puts timely KRA information and tips right in your inbox!

Training Implementation

☐ Communicate with Teachers

- Provide **new** teachers with information regarding their training.
 - Provide **returning** teachers with information on how to access the online recertification module and completion task.
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☐ Deliver KRA Training to New Teachers

Deliver the KRA training to new teachers using the training format you selected (face-to-face, online, or blended).

- Distribute KRA 2.0 kits to teachers before or during your training depending on your training format.
- Ensure that all teachers have successfully completed all seven modules and earned a passing score of 80% or higher on the simulation exercise and content assessment.
- Provide coaching for teachers who do not pass the initial assessments and need to take a retake.

Coaching

☐ Follow Up with Teachers

Throughout the administration window, follow up with your teachers to provide coaching and support. Important reminders for your teachers:

- **Generate ISRs:** Remind teachers that they can generate Individual Student Reports (ISR) to share with families **as soon as you have entered all the scores for an individual student**. Teachers DO NOT NEED TO WAIT until the end of the KRA administration window to generate these reports. Here is a resource on [How to Access an Individual Student Report \(ISR\)](#).
- **Access Data Displays:** Teachers can view interactive charts and graphs presenting KRA data in the KRA Data Displays **AFTER ISRs are generated** (by teacher during the administration window or by system after the window). Here is a resource on [How to Access KRA Data Displays](#).
- **KRA Reports and Data Training:** Encourage teachers to attend an online training focused on accessing KRA reports and using their data to plan instruction to meet their students' needs.