

## DISTRICT COORDINATOR

District Coordinators (DCs) are often assistant superintendents, curriculum directors, or literacy specialists. There are 1-2 DCs per district depending on size. This may take 1-4 hours a month depending on your district's size and involvement.

### A District Coordinator:

- Receives KRN information from their Account Manager
- Disseminates KRN information to Building Coordinators
- Ensures CSV file is uploaded and forms are returned by the deadline
- Completes 2 short training videos
- Supports BCs in planning a Family Reading Event at their school
- Verifies that BCs have received necessary materials from KRN
- Ensures deadlines are met in all buildings

## BUILDING COORDINATOR

Building Coordinators (BCs) are often teachers, librarians, or literacy coaches. There are 1-2 BCs per school depending on size. This may take 1-4 hours a month depending on your district's size and involvement.

### A Building Coordinator:

- Receives KRN information from the District Coordinator
- Communicates KRN information to teachers, families, and students
- Promotes KRN to students and families
- Completes 2 short training videos
- Coordinates a Family Reading Event
- Monitors arrival of KRN materials
- Ensures deadlines are met in their building

*\*Duties and time estimates may vary by school and district.*