

Planning Guide

Literacy Leadership Team: Questions to Consider

Begin the journey to literacy improvement by discussing the following questions:

1. How has your leadership supported literacy efforts at your school? Do all your teachers view literacy as an integral part of the academic program? What structures and resources have you put in place to encourage literacy for all?
2. What do your assessment scores reveal about your school's literacy practices? How is data being used to guide your school improvement plan? Do teachers have access to the data and use it to guide their instructional practices?
3. What do you consider the key elements of your school's professional development plan? How do data and student literacy needs guide the development of the plan? Does your school structure support professional development by allowing time for professional conversations, for examining student work, and for learning new literacy strategies?
4. Are your English language arts and content-area teachers skilled at integrating literacy strategies into their daily lessons? What training have you provided for your teachers so they can be highly effective at delivering instruction in reading in their subject areas? Are your struggling students being taught by your most effective teachers?
5. What support does your school provide for students who are below grade level in reading? Does your schedule provide these students with additional, not pullout, time to improve their skills? Do your teachers use instructional strategies that support struggling students as they read textbooks and other subject-area material?

Resource

Planning Guide (continued)

LEADERSHIP AND SCHOOL STRUCTURE		
Area of Focus	Guiding Questions	Action Required
	1. How will the Literacy Leadership Team (LLT) encourage staff support of a school-wide literacy initiative?	
	2. Will schedule changes be required to support additional time for reading, intervention, and professional development?	
	3. How will the literacy focus become a major component of the school improvement plan?	
	4. What steps/activities will the LLT need to develop to ensure collaborative conversations and planning?	
STRATEGIC USE OF ASSESSMENT		
Area of Focus	Guiding Questions	Action Required
	1. Identify formal reading assessments to identify specific reading weaknesses.	
	2. Identify informal assessments for ongoing monitoring of student progress.	
	3. How will school data be analyzed to identify professional development needs of staff?	
	4. How will struggling/striving readers be identified?	
	5. How will the LLT share student literacy data with the staff?	
	6. How often will data meetings be conducted during the year?	
	7. How often will the Teams meet to monitor progress of struggling/striving readers?	

Planning Guide (continued)

PROFESSIONAL DEVELOPMENT		
Area of Focus	Guiding Questions	Action Required
	1. What initial professional development will be planned?	
	2. How will ongoing assessments of student progress identify additional professional development needs?	
	3. How will ongoing professional development requirements be identified to improve literacy instructional strategies?	
	4. How will collaborative teaching opportunities, such as shared teaching and peer coaching to support literacy instruction, be integrated into plan?	
	5. What actions are necessary to create a culture of reflective teaching and self-assessment to support literacy?	
INSTRUCTIONAL PRACTICES		
Area of Focus	Guiding Questions	Action Required
	1. Identify strategies to support effective integration of pre, during, and postreading strategies across the content area classrooms.	
	2. How will teachers effectively support the reading/writing connection?	
	3. Identify supports to effectively integrate technology into literacy instruction.	
	4. How will literacy-rich environments be created within each classroom?	
	5. How will teachers effectively assist students with learning content vocabulary?	
	6. How will effective use of small-group instructional strategies be supported?	
	7. How will teachers identify and use literacy strategies to support learning of content?	

Resource

Planning Guide *(continued)*

INTERVENTION STRATEGIES		
Area of Focus	Guiding Questions	Action Required
	1. How will identified individual literacy needs of struggling students be met? Additional class?	
	2. How will specific prescriptive literacy strategies become a vital ingredient of the Literacy Improvement Action Plan?	
	3. How will content teachers support literacy needs of struggling students within daily instructional strategies?	
	4. Will additional tutoring options be available to support students?	
	5. What additional technology support may be needed to support literacy learning?	
	6. What monitoring structures are required to identify student progress and achievement of benchmarks?	
	7. What school-wide strategies are in place to expand the reading power of ALL students—struggling to gifted?	