

Literacy Leadership Team, Roles & Responsibilities

You can use this resource to create roles and responsibilities in your school's Literacy Leadership Team.

Every Opportunity Schools Category	Principal	Principal w/ Leadership Team	Literacy Leadership Team
Leadership Community	<ul style="list-style-type: none"> Identify Leadership Team Members Staff Accountability – Meeting Attendance Ecosystem Tone Setting 	<ul style="list-style-type: none"> Identify Literacy Leadership Team Members Growth Mindset Culture 	<ul style="list-style-type: none"> Identify Model Teachers Identify Teacher Leaders Coaching Culture
Scheduling	<ul style="list-style-type: none"> Master Schedule Staff Meeting Dates Staff Accountability 	<ul style="list-style-type: none"> Monthly Events Grade Level PLC Dates Staff-wide P.L. Dates Uninterrupted Literacy & Math Blocks Assessment Calendar 	<ul style="list-style-type: none"> Literacy Block Schedule Small Group Schedule
Staff Communication	<ul style="list-style-type: none"> Staff Meetings Weekly Emails Monthly Calendar 	<ul style="list-style-type: none"> Identify External P. L. Staff-wide P.L. Data PLCs 	<ul style="list-style-type: none"> Literacy Coaching Grade Level Planning Literacy P.L. Literacy Data Digs
Instructional Resources	<ul style="list-style-type: none"> Purchase Materials Materials Storage 	<ul style="list-style-type: none"> Select Curricula Scope & Sequence Best Practices Instructional Strategies 	<ul style="list-style-type: none"> Literacy Program Literacy Resources
Ecosystem of Conversational Partnership	<ul style="list-style-type: none"> Establish No SHHH Zone Staff Handbook Parent Engagement Staff Accountability 	<ul style="list-style-type: none"> Model No SHHH Zone School-wide Norms PL EO Lessons 1-5 Online on COX Campus Emergency/Safety Plan School-wide Norms 	<ul style="list-style-type: none"> EO Staff-Wide PL Language Modeling Coaching Cycle Coaching Support

LLT Roles & Responsibilities Continued

Every Opportunity Schools Category	Principal	Principal w/ Leadership Team	Literacy Leadership Team
Professional Learning Plan	<ul style="list-style-type: none"> • P.L. Budget • Staff Accountability 	<ul style="list-style-type: none"> • Preplanning Topics • Internal P. L. • External P. L. Research • Parent/Family P.L. 	<ul style="list-style-type: none"> • Teacher Coaching Cycle • Literacy P.L. • Literacy Data Digs • Family Literacy Nights
Instructional Planning	<ul style="list-style-type: none"> • Staff Accountability 	<ul style="list-style-type: none"> • Lesson Plan Template • Lesson Plan Review 	<ul style="list-style-type: none"> • Literacy Block Components • Literacy Lesson Plans • Literacy Work Stations
Student Expectations	<ul style="list-style-type: none"> • Staff Accountability • Student Consequences • Solicit SEL & Trauma Partnerships 	<ul style="list-style-type: none"> • Student Handbook • PBIS Incentives • Create SEL Program 	<ul style="list-style-type: none"> • Literacy Goal Setting
School-Wide Assessment Plan	<ul style="list-style-type: none"> • Assessment Budget • Purchase Materials • Staff Accountability: Administration & Analyses 	<ul style="list-style-type: none"> • K-5 Assessment Plan • School-Wide Assessment Team (SWAT) • Progress Monitoring (PM) Tools • Universal PM Trackers 	<ul style="list-style-type: none"> • K-5 Literacy Measures • Train SWAT • Select Literacy PM Tools • Weekly Assessment Support
Student Intervention Plan	<ul style="list-style-type: none"> • Strategic Plan • Formative Data Review (School, Grade & Class) • FTE for Instructional Support Personnel 	<ul style="list-style-type: none"> • Strategic Planning • Data PLCs • Data Wall/Room • Universal PM Plan • Norm on PM Template 	<ul style="list-style-type: none"> • Student Literacy Profiles • Flexible Grouping Support • Literacy Interventions • Coaching Support
Student Acceleration Plan	<ul style="list-style-type: none"> • Solicit External Partnership 	<ul style="list-style-type: none"> • Content Integration • Enrichment • STEAM 	<ul style="list-style-type: none"> • Language All Day • Written Language Consistently • Accelerated Classrooms • Flexible Groupings