

Literacy Action Plan

Overview

This action plan will guide school administrators through the process of building a comprehensive literacy plan using the MTSS framework. This plan will cover important components such as planning, interventions, assessments, and monitoring to promote students' literacy success throughout the school year.

Like all plans, consider delegating certain tasks to a specialized committee and/or team members. Include stakeholder insights and feedback to design a comprehensive and effective plan to use year after year.

Before the school year

1. Planning and preparation

Establish goals and objectives

- Set clear, measurable literacy goals for the district.
- Example: Increase reading proficiency by 10% by year-end.

Form a literacy leadership team/committee

- Include stakeholders: administrators, literacy coaches, special education teachers, and classroom teachers.

Create a professional development schedule

- Plan training sessions focused on MTSS frameworks and literacy instruction.
- Schedule workshops on the latest literacy research and instructional strategies.

2. Resources and materials

Prepare assessment tools

- Formative: Running records, reading fluency checks, etc.
- Summative: Standardized tests, end-of-year exams, etc.

Distribute instructional materials

- Provide resources like phonics programs, guided reading materials, and vocabulary development tools.

Create and share templates

- Parent meeting templates for teachers and administrators.

- Data tracking sheets for literacy, phonics, etc.
- Instructional action plan templates.
- Classroom observation template/Google Form.

3. Parent and community engagement

Organize parent meetings

- Create and use templates to schedule and conduct informative sessions about the literacy plan and MTSS framework.

During the school year

1. Implementation of core instruction (Tier 1)

Deliver high-quality literacy instruction

- Use universal tools like text-to-speech and word prediction software.
- Implement research-based practices: phonics instruction, guided reading, writing workshops.

Regular assessments

- Conduct regular formative assessments to monitor student progress and adjust instruction as needed.

2. Targeted interventions (Tier 2)

- Identify students needing additional support
- Use assessment data to identify students who require targeted interventions.

Small group instruction

- Implement small group sessions focusing on specific literacy challenges.
- Use tools like Clicker Board to help students organize their ideas and prepare for writing.

3. Intensive interventions (Tier 3)

Provide Individualized Support

- Offer one-on-one instruction and specialized reading programs.
- Use Clicker's supportive tools like Voice Notes and guided Sentence Sets to provide intensive support for significant literacy challenges.

End of the school year

1. Review and reflect

Data analysis

- Analyze assessment data to evaluate the effectiveness of the literacy plan.
- Conduct bi-weekly progress monitoring and data analysis meetings.

Adjustments and improvements

- Based on data, adjust the literacy plan to address discrepancies and double down on successful strategies.

2. Celebrate success

Recognize achievements

- Celebrate improvements in student literacy and overall achievement.
- Report and share out success stories with the school community and stakeholders.

3. Plan for the next year

Begin planning for the next school year's literacy plan based on insights gained from the current year.

By following this action plan, school administrators provide high-quality literacy instruction and support to all students for documented positive outcomes and a more inclusive learning environment.