

GOAL: Create a plan for development of a functioning and effective Literacy Leadership Team (LLT) in a school.

	BEGINNING / DEVELOPING A LLT First Semester – Year 1	GROWTH OF LLT Year 2	MAINTENANCE / SUSTAINABILITY
Role of Team	<ul style="list-style-type: none"> • Create a vision • Clarify their role as a LLT • Build leadership skills • Develop a shared understanding of adolescent literacy, SIM and their relationships to project/ initiative 	<ul style="list-style-type: none"> • Participate in ongoing professional development • Learn more and learn it more quickly • Become high implementers 	<ul style="list-style-type: none"> • Lead the change • Mentor new leaders • Integrate CLC with other initiatives
Role of SIM Professional Developer	<ul style="list-style-type: none"> • Guide the team selection process • Provide PD • Develop tentative agendas • Facilitate the meeting • Team with the administrator • Mentor a team leader 	<ul style="list-style-type: none"> • Ensure that LLT plans for capacity building • Develop a plan for rotating teachers on and off team if it becomes necessary • Plan an exit strategy 	As needed
Responsibilities And Actions	<ul style="list-style-type: none"> • Develop norms and procedures • Administer Critical Features Analysis • Shift from a classroom perspective to a school perspective • Collect and analyze data • Align with other leadership teams and School Improvement Team • Participate in literacy activities (Supplement A) • Develop an information dissemination plan 	<ul style="list-style-type: none"> • Target focus areas • Share successes and plan celebrations (formally and informally) • Make decisions based on student data regarding PD • Make decisions to bridge CLC and the School Improvement Plan • Plan meaningful activities that will further the goals of the team • Develop literacy activities to advance knowledge of staff • Identify PPD'ers 	<ul style="list-style-type: none"> • Demonstrate ownership of literacy leadership process