



# **ADOLESCENT LITERACY**

## **COMPLETING THE CLC CRITICAL FEATURES ANALYSIS AND ACTION PLAN REPORT**

The CLC Critical Features Analysis is designed to assist school personnel to evaluate their progress in the implementation of the CLC. School site teams, school site administrators, and district level administrators will use this analysis to track progress in the implementation of each of the 15 critical features of CLC. Frequent inspection and evaluation provide the leadership teams information to determine and guide early interventions.

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## COMPLETING THE CLC CRITICAL FEATURES ANALYSIS AND ACTION PLAN REPORT

### PROCEDURE

**PRIOR TO MEETING:** Provide each member with an online link to the CLC Critical Features Analysis website. Each member should follow the instructions, complete the analysis, and submit online.

**Step 1:** Each LLT member will complete the analysis, submit, and print the report generated. Bring the report to the next LLT meeting.

**Step 2:** The LLT facilitator will access and print the report that generates a summary of the responses made by individual members. The LLT facilitator will bring this report to the LLT meeting.

**Step 3:** The LLT will review the reports and as a group discuss and complete the CLC Critical Features Analysis Report/Action Plan.

**Step 4:** Develop a communication system to share CLC Critical Features Analysis Report/Action Plan with administrators and other leadership teams and staff.

A PROCESS  
DESIGNED TO  
ASSIST SCHOOL  
PERSONNEL IN  
THE EVALUATION  
OF CONTENT  
LITERACY  
CONTINUUM  
(CLC)  
IMPLEMENTATION

### AREAS OF FOCUS:

- Instruction
- Relationships
- Leadership

Purpose of activity: to assist school personnel in evaluating progress in the implementation of the CLC.

Time to allow for activity: Review and creation of Action Plan: 60-90 minutes and later, Monthly Progress Review: 15-20 minutes

Materials needed: CLC Critical Features Analysis website address, instructions, reports, and Report/Action Plan



**Step 5:** The CLC Critical Features Analysis Action Plan will be reviewed at each monthly LLT meeting to monitor and modify progress as appropriate.

*Note: The CLC Critical Features Analysis will be completed twice during the school year (midyear, and end of the year) to evaluate CLC implementation progress and to determine goals and action plans. It is recommended that the LLT assume the responsibility for implementation of the CLC Critical Features Analysis. This responsibility includes determination of the completion schedule, dissemination, collection, analysis, communication, and monitoring progress towards identified goals.*