



Literacy: Compass Roles & Responsibilities

Role	Responsibilities
School Director (Administrator)	<ul style="list-style-type: none"> • Member of Literacy Leadership Team. • Allocate time and training for teachers. • Work with the literacy coach to develop and implement the Literacy Action Plan. • Observe progress of staff in reaching the school's yearly literacy target goals by providing feedback and support. • Support, participate in, and lead professional learning.
Director of Student Services (Administrator)	<ul style="list-style-type: none"> • Member of Literacy Leadership Team. • Engage with the MTSS team regarding students making insufficient progress on PLPs. • Observe progress of staff in reaching the school's yearly literacy target goals by providing feedback and support. • Support, participate in, and lead professional learning.
Literacy Coach	<ul style="list-style-type: none"> • Member of Literacy Leadership Team • Literacy Coordinators Facilitator • Work with administrators and teachers to design, support, and lead tailored professional learning (staff meetings, workshops, team meetings, PLCs, coaching cycles) to meet the school's yearly target goal(s). • Coach instructional staff to meet yearly target goal(s). • Support the development and implementation of the Literacy Action Plan. • Attend and support all grade level literacy Data Days. • Maintain confidentiality when working with staff (share WHO and WHAT only).
Literacy Coordinators	<ul style="list-style-type: none"> • Continue to refine the MTSS process (at all tier levels). • Continue to refine, develop, and implement PLPs. • Serve as a liaison within step level meetings. • Develop and facilitate the Literacy Action Plan to support Compass's Literacy Vision Statement.
Teachers	<ul style="list-style-type: none"> • Design and deliver evidence-based literacy practices within tiers 1 and 2 based on students' identified needs. • Administer and analyze literacy assessments to form student goals. • Input and track student progress within the Compass Student Reading Data Tracker. • Write and implement PLPs for students performing below grade level. • Develop proficiency in the 5 areas of literacy.
Special Educators	<ul style="list-style-type: none"> • Administer and analyze literacy assessments to form student goals. • Support teachers with accommodations and modification of evidence-based literacy practices within tier 1 for students on IEPs. • Design and deliver evidence-based literacy intervention practices within tier 3, as well as for students with IEPs. • Develop proficiency in the 5 areas of literacy.
Teacher Assistants (TAs)	<ul style="list-style-type: none"> • Administer literacy assessments. <i>(Note that we are piloting this concept for the 2021-2022 school year on a volunteer basis. TAs who are willing to participate will be compensated for their training time for how to administer the assessments.)</i> • TA covers the teacher while the teacher does tier 2 and 3.