



BUFFALO PUBLIC SCHOOLS

Office of Instruction

Jane Byrnes, Director of Reading

Riverside High School Room 306

51 Ontario Street

Buffalo, NY 14207

Phone: (716) 816-4695

Email: jbyrnes@buffaloschools.org

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To: All Elementary Administrators and Literacy Coaches

Subject: Literacy Coach Accountability for Title I

Please review the following information regarding the District's expectations of literacy coaches in elementary buildings. The attached documents must be used to memorialize the literacy coaches' work for Title I accountability and in support of the District's Student Success Plan and the Education Bargain with Students and Parents.

It is the expectation that coaches meet regularly with building administrators to plan grade level meetings. The **Grade Level Meeting Planning Tool** should be maintained and updated regularly by the literacy coach. Building administrators should retain an updated copy. It should also be distributed to grade level teams as a way to communicate the topic(s) and expectations for each grade level meeting. This document has been shared with literacy coaches and they have been directed to use this document as a planning and communication tool with their building administrators.

Literacy coaches have also been directed to maintain their schedules through the **Outlook calendar tool**. Coaches have been asked to share their calendars with their building administrators and to use the meeting request and appointment functions to schedule and document their coaching activities. If you are currently using a similar electronic scheduling tool, please continue its use, and let us know how you and your coach are scheduling and tracking the use of their time. An example of a **coaching log** is also attached for your consideration.

The **Role of the Literacy Coach** document has been revised to offer explicit examples of what each role looks like. I will review this document and other related information with the literacy coaches at our **first meeting on September 23, 2022**. Just a reminder, it is the responsibility of administrators to reinforce the work of the literacy coach in supporting our teachers to deliver high-quality instruction. Literacy coaches receive training to act as:

- Curriculum specialist
- Instructional specialist
- Facilitator / professional developer
- Assessment coordinator (principal's discretion)
- Data specialist
- Continual learner

The Reading Department will partner with building administrators in supporting the work of the literacy coaches as follows:

Support

- Monthly PD – based on district initiatives
- Individual coaching support – based on coach or administrator request
- Small group support through literacy coach office hours (6 scheduled hours / weekly)
- Mentor coaches matched to novice coaches

Manage

- Establish clear expectations – Role of the Literacy Coach document
- Coaching log
- GLM Planning Tool

Collect data and reassess throughout the year

- Student achievement data
- Title I surveys
- Coaches EOY Reflection surveys

Thank you for your cooperation in the use of these tools. I hope you find them useful in your work as an instructional leader in your building, and I welcome your feedback.