

Secondary Reading Coach End-of-the-Year Checklist

Reading Coaches Professional Development

April 2010

School Name/Mail Code: _____ Region: _____

Principal: _____ Reading Coach(es): _____

Following each Reading Coaches meeting, the coach is required to meet with an administrator and share the information from the meeting. This End-of-the-Year Checklist is to be completed, signed by the principal, and submitted to the appropriate Supervisor for the Division of Language Arts/Reading by the date indicated below.

ACTION	DATE COMPLETED	COMMENTS
Discuss Reading placement procedures with administration.		
Sort FAIR data (AP3) in order to place students appropriately.		
Send FAIR SSS report to receiving feeder pattern schools, and ensure that FAIR data has been received from feeder pattern schools.		
Create a projected list of reading materials for next year. Complete the survey and instructional materials order form for next year.		
Place students in appropriate reading class.		
Prepare and distribute placement lists to administrators and/or registrar.		
Complete an inventory of ALL Core and Supplemental Reading Materials.		
Collect, count, and secure every Teacher's Manual for all reading programs.		
Collect, count and secure all classroom libraries (from each reading series).		
Turn all Teachers' Manuals into administration (APC) before you go on summer vacation.		

Principal's/Supervisor's Signature _____

Please **submit the Action Plan by uploading it online (instructions on the back of the page)** to the Division of Language Arts/Reading by **Tuesday, May 28, 2010**.

Instructions for uploading the action plan/checklist to the Language Arts/Reading website:

1. Scan the completed action plan using your school's Edusoft printer or other scanning device. Be sure to save the scanned document as a PDF file. Please note that some software programs will automatically save as a Picture file. Be sure to convert the file to a PDF if necessary.
2. Save the document as a PDF file and name it: RC_REG#_LastName_First Name_Date
3. File Naming Example: RC_REG1_Brown_Mona_4_20_10
4. Go to the Language Arts website at: <http://languageartsreading.dadeschools.net/>
5. Click on the link titled: INSERVICE FOLLOW-UP DOCUMENTS
6. Click on the "Browse" button and select the action plan document.
7. Click "Upload" to submit the action plan.