

Secondary Reading Coach Action Plan

Reading Coaches Professional Development

September 22 and 24, 2009

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. The **Action Plan** 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
Meet with administrator and share information from the meeting.		
Coordinate the administration of the Florida Assessments for Instruction in Reading (FAIR).		
Monitor FAIR data reports on the Progress Monitoring Reporting Network (PMRN).		
Ensure that all FCAT Level 1 and 2 students are appropriately placed in a reading class: <ul style="list-style-type: none">• <u>Middle-</u> IR, IR+• <u>Senior-</u> IR, IR+, HGE, Retakers		
Complete and submit the Reading Coaches Log on PMRN every 2 weeks.		
Ensure that all reading classes have the appropriate reading materials.		
Ensure that all reading and language arts teachers know how to access the new 2006/07 Sunshine State Standards and the 2009 FCAT Reading Item Specifications.		
Visit all reading classes and complete a "Needs Assessment" with teachers (materials, PD, scheduling, etc...)		
Enroll in reading endorsement classes if needed.		

Principal's Signature _____

Please **submit the Action Plan by uploading it online (instructions on the back of the page)** to one of the following Supervisors for the Division of Language Arts/Reading by **Friday, October 9, 2009**. The administrators are as follows: Dr. Sharon Scruggs-Williams/ Regions 1 and 2; Dr. Erin Cuartas/ Region 3; and Ms. Laurie Kaplan/ Regions 4 and 5.

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

1. Scan the completed action plan using your school's Edusoft printer or other scanning device.
2. Save the document as a PDF file and name it: LastName_First Name_RC_REG#_Date
3. File Naming Example: Mona Brown attended a reading coaches meeting in region 1 on September 22, 2009:
Brown_Mona_RC_REG1_9_22_09
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.