

**The School District Support and Staffing:**

Leaders will attend TeacherMate Executive Briefing Sessions in the fall, midyear and end of year.

Support the integration of IFL software, training and coaching into district curriculum, district literacy philosophy, and building schedules.

Designate one district personnel to act as the key point of contact and communication for implementation purposes.

Identify and notify schools/teachers for participation in the IFL program by May 31, 2016.

Support and communicate the requirement of all teachers and principals in the IFL implementation to attend a mandatory, 45 minute IFL on-line orientation in June 2016. This is important due to new functionality becoming available in the Fall 2016 and to facilitate effective planning for implementation in Fall 2016. Multiple time slots will be provided.

Schedule and provide for IFL to conduct mandatory, on-site Teacher Training in September 2016 (2 day mandatory training for new K-1 teachers and 1 day for returning teachers).

Schedule and provide for IFL to conduct mandatory, on-site two hour Principal Training in October 2016.

Schedule and provide for IFL to conduct a mandatory three-hour Reading Coaches session, focused on providing details for supporting the TeacherMate implementation.

Ensure that all participating classrooms have sufficient multiple copies of reading books at A-J reading levels for small group instruction.

Identify and administer a common assessment (selected by SBBC) tool to monitor the literacy progress of students in the IFL program.

Share assessment data with IFL including pre- and post-assessment scores. Meet with IFL staff as appropriate to support the implementation.

Collaborate on PR and press related requests regarding the IFL implementation. Collaborate on joint presentations at key conferences (i.e.CGCS).