

NATIONAL URBAN ALLIANCE

**FACILITATOR'S
GUIDE**

FACILITATOR'S GUIDE

The summer Literacy Institute has been designed to assist schools to formally incorporate what they have already learned through the IPS/NUA project into ongoing development of their literacy blueprint. In doing this, the yearlong institute will address one of the long-term goals of the original IPS/NUA collaboration agreement. That goal states that IPS, through professional development and school change, will sustain the schools' capacity for growth as NUA support moves to one of maintenance.

PURPOSE OF INSTITUTE

Many of the teachers we work with express their inability to meet the needs of their underachieving students. Our goal is to engage school teams in activities that focuses on elements of self-sustaining high achieving literacy schools.

This institute will allow teams the opportunity to explore the elements of high achieving schools, analyze the needs and strengths of their students, and create an action plan for addressing these needs by intensifying and accelerating their achievement. The elements of a self-sustaining high achieving literacy school to be addressed in this institute have been chosen to refine your school's capacity to:

- Focus on meeting the needs of under-performing students
- Discuss and examine cultural and instructional barriers that contribute to their under-performance

- Reflect and collaboratively plan to match student needs with instructional strategies that intensify and accelerate their learning and achievement
- Connect strategies chosen to standards and skills measured on Tara Nova and ISTEP
- Coordinate on-going implementation and sharing of the collaborative process throughout the year
- Conduct ongoing assessment of the characteristics of a self-sustaining high achieving literacy school
- Design a blueprint/framework literacy plan.

YOUR ROLE

You have been asked to play a pivotal role in assisting your team in developing the literacy blueprint. As facilitator, you are to be an active participant in the team with responsibility for:

1. Facilitating the team in exploring and planning how to address all the guiding elements for a high achievement school. These include:
 - ✓ Significant, effective classroom implementation of practices, strategies, knowledge and to accelerate achievement;
 - ✓ Strong teamwork;
 - ✓ Effective assessment and planning;
 - ✓ Knowledge and application of cutting-edge research on cultural competency, closing the achievement gap, and other issues pertaining to under-performing students;
 - ✓ Partnerships with other schools;
 - ✓ Administrative leadership;
 - ✓ Effective use of technology to support professional development;
 - ✓ Making connections: all the pieces fitting together.
2. Facilitating the assignment the various tasks to be assumed by the team.

3. Facilitating the presentations to be discussed.

The presentation is a team effort. All members (including you) share in the responsibility for planning and delivering the presentations.

4. Monitoring the time for both planning and presenting.