

Introduction

The Office of Teaching and Learning (OTL) Division of Early Literacy (DEL) will support Lebanon Elementary through a partnership with a school-based literacy coach for the 2025-26 academic year. Lebanon Elementary's literacy partner is Ciara Wheatly. Through this partnership, Ciara Wheatly will collaborate with Whitney Hamilton who serves as the State Literacy Director for your region, and the building leaders and teachers in your school to (1) increase literacy knowledge and (2) support instructional shifts through coaching. The ultimate goal of this partnership is to empower educators to implement evidence-based literacy practices and standards-aligned grade-level instruction and to foster a culture of continuous improvement and increased student success.

Senate Bill 9 (2022), the *Read to Succeed Act*, outlines the critical importance of reading proficiency for the academic and lifelong success of Kentucky's youngest readers. Enacted to elevate literacy across the state, the *Read to Succeed Act* calls for the Kentucky Department of Education to create a comprehensive literacy coaching model aimed at supporting schools in their pursuit of excellence in literacy. Pursuant to Kentucky Revised Statute (KRS) 158.305, the coaching model "shall be related to evidence-based practices in instruction, instructional materials, and assessment in reading," (10).

Roles and Responsibilities

School-Based Literacy Coach

The school-based literacy coach will partner with schools to:

- Build relationships with leaders and teachers at the school and district level;
- Provide on-site coaching Monday-Thursday of each week;
- Assess the current state of literacy instruction within the school;
- Observe instruction, and provide constructive feedback and opportunities for reflection;
- Create plans, goals and action items to address and monitor areas of literacy improvement through regular coaching cycles;
- Support teachers in unit and lesson intellectual prep for the school's adopted high-quality comprehensive reading program, per KRS 158.305;
- Co-teach with and/or model lessons for teachers;
- Lead professional learning communities or communities of practice focused on instructional preparation while building leadership capacity;
- Lead data conversations; and
- Facilitate small group or schoolwide professional learning opportunities.

State Literacy Director

The literacy director will partner with schools to:

- Serve as liaison between the Kentucky Department of Education (KDE), district and school leadership teams;

- Build relationships with leaders and teachers at the school and district level;
- Guide the school-based literacy coach's assessment of the current state of literacy instruction;
- Guide the school-based literacy coach in creation of coaching plans, goals and action items to address and monitor areas of improvement through regular coaching cycles;
- Observe school-based literacy coach, and provide support around coaching strategies and feedback conversations;
- Co-lead data conversations to ensure school-based literacy coach is driving toward DEL goals and priorities; and
- Co-plan and facilitate professional learning with school-based literacy coach.

School

[SCHOOL] will:

- Provide K-3 teachers access to high-quality instructional resources (HQIRs), per KRS 158.305;
- Provide teachers with an uninterrupted 90-120-minute literacy block;
- Implement KDE-approved universal screener and diagnostic assessments;
- Provide a designated space for the school-based literacy coach, ensuring it serves as a dedicated area for their work and the storage of work-related materials when not directly supporting teachers;
- Protect the time of the school-based literacy coach to maximize support of teachers. The school-based literacy coach may not act in a supervisory role of students (i.e. class coverage, lunch or recess duties, etc.)
- Grant the school-based literacy coach access to K-4 literacy data, such as universal screeners and diagnostic assessments and HQIRs being implemented;
- Provide access and time for the coach to lead the intellectual prep with teachers during PLCs, staff meetings, etc.;
- Require teachers in coaching cycles to meet with the school-based literacy coach;
- Implement evidence-based literacy practices and resources, shifting to a structured literacy approach;
- Provide school-based literacy coach access to HQIRs being used; and
- Commit to a collaborative learning process between the coach and teachers, e.g., periodically join the school-based literacy coach for walkthroughs and calibration, protect literacy PLC time and encourage participation in professional learning opportunities and attendance at annual Kentucky Reads to Succeed Conference.

Literacy Coaching Assurance of Commitment Statement

District Name		
School Name		
School-Based Coach		Phone: Email:
Regional Literacy Director		Phone: Email:
Principal		Phone: Email:
Superintendent		Phone: Email:

*I have read and understand the District Assurances document. I assure the district and school will comply with all assurances pertaining to school-based literacy coaching. **Failure to continuously meet assurances could result in the removal of the school-based literacy coach. To receive a school-based literacy coach, the school or district will need to submit the completed and signed Literacy Coaching Assurance of Commitment Statement by [date] via email to christie.biggerstaff@education.ky.gov. Questions may also be sent to this email address.***

School-Based Literacy Coach

Date

Regional Literacy Director

Date

School Principal

Date

Superintendent

Date