

# Leader Implementation Checklist

The Leader Implementation Checklist will support Leaders as they plan to turnkey the Professional Learning Pilot modules and materials into their district and/or school(s).

Leader Implementation Checklist	
Step	Description
1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive Virtual Care Package from Ignite Reading               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ignite Reading Professional Learning Pilot: An Implementation Guide for School Leaders</li> <li><input type="checkbox"/> Professional Learning Pilot Partner Presentation</li> <li><input type="checkbox"/> High-Frequency Words Module LMS Course</li> <li><input type="checkbox"/> High-Frequency Words Module Guidebook</li> <li><input type="checkbox"/> High-Frequency Words Student Data Reports</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the resources and materials</li> </ul>
3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with internal key stakeholders the overview, purpose, timeline, and duration of the Ignite Reading Professional Learning Pilot</li> </ul>
4	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule implementation during upcoming professional development</li> </ul>
5	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan implementation during upcoming professional development               <ul style="list-style-type: none"> <li><input type="checkbox"/> LMS Course Completion</li> <li><input type="checkbox"/> Time to discuss, apply learning, and plan with team</li> <li><input type="checkbox"/> Give teachers opportunities to practice in the classroom; provide support using Coaching Rubrics</li> <li><input type="checkbox"/> Time to participate in Ignite Reading PL Pilot Focus Group</li> <li><input type="checkbox"/> Time to complete Pilot Survey</li> </ul> </li> </ul>

# Leader Implementation Guidance

Instructional leaders play a critical role in ensuring the success of the Ignite Reading Professional Learning Pilot. These actionable recommendations will help leaders effectively implement the modules and empower educators to integrate these practices into their teaching.

Recommendations for Implementation	
<p><b>Set Clear Expectations</b></p>	<p><b>Communicate Goals:</b> Share the objectives of the pilot program with your team and emphasize the importance of their participation.</p> <p><b>Define Outcomes:</b> Articulate what success looks like for your school or district, such as improved high-frequency word recognition.</p>
<p><b>Build a Supportive Schedule</b></p>	<p><b>Leverage PLC Time:</b> Integrate module completion and discussions into existing Professional Learning Communities (PLCs) to minimize disruption.</p> <p><b>Set Milestones:</b> Create a timeline for module completion, classroom implementation, and feedback submission to keep everyone on track.</p>
<p><b>Foster Collaboration and Accountability</b></p>	<p><b>Facilitate Peer Discussions:</b> Organize opportunities for educators to share their experiences and strategies for implementing the module content.</p> <p><b>Monitor Progress:</b> Use regular check-ins to ensure participants are completing the modules and applying the practices in their classrooms.</p>
<p><b>Provide Hands-on Support</b></p>	<p><b>Model Best Practices:</b> Demonstrate the instructional moves in team meetings or classrooms to build confidence and ensure clarity.</p> <p><b>Co-Plan lessons:</b> Work with educators to adapt the provided lesson plan templates to meet their students' specific needs.</p>

<b>Align to Broader Goals</b>	<p><b>Connect to School Initiatives:</b> Tie the modules to your existing literacy goals or district-wide reading program goals to create coherence.</p> <p><b>Highlight impact:</b> Use student data to show how implementing these practices improves reading outcomes</p>
<b>Encourage Feedback and Reflection</b>	<p><b>Create Feedback Loops:</b> Encourage educators to share their thoughts during the focus group or through surveys. Highlight actionable insights to refine implementation.</p> <p><b>Reflect on Practice:</b> Incorporate reflection sessions where teachers can discuss successes, challenges, and adjustments for future implementation.</p>
<b>Leverage Resources and Support</b>	<p><b>Utilize Provided Tools:</b> Ensure educators are aware of and using the participant guidebooks, high-frequency word lists, and lesson plan templates</p> <p><b>Engage with your Literacy Specialist:</b> Schedule planning meetings and ongoing check-ins with your Literacy Specialist to address challenges and share successes</p>