Supporting a School-Wide Reading Initiative by Working Within the Structures of Time:

Principals’ daily, weekly, monthly, quarterly & annual tasks that can make a difference in students’ reading success

**Daily Tasks**
- Conduct walkabouts (with informal conversations)
- Make informal classroom visits (with feedback)
- Provide praise, affirmation, encouragement for teachers and students around reading
- Talk w/one or more students about reading during daily supervision times

**Weekly Tasks**
- Read with or to kids or listen to them read
- Conduct several reading timings
- Have a brief conversation with a few teachers about how the reading program is going
- Try to learn one new thing about the reading programs being used in your building
- Meet with the building reading coach
- Ask students about what they are reading
- Talk with one or more parents about their child’s reading progress and how they can help
- Talk with a staff member other than a classroom teacher about the school’s reading programs

**Monthly Tasks**
- Schedule & participate in grade level meetings
- Incorporate some brief reading professional development in a staff meeting each month
- Review some recent reading data
- Meet with building reading coach or Title 1 teacher leader regarding how the reading program is going
- Talk with district administrators to update them about the reading program successes/needs
- Learn one new thing about the formative assessment reports to better use them as tools

**Bi-monthly/Quarterly Tasks**
- Schedule & participate in building reading leadership team meetings (may be monthly)
- Communicate w/district colleagues/supervisors to share ideas and maintain program focus

**Annual Tasks**
- Staff the school to promote reading
- Develop a schedule that supports reading
- Create a “reading friendly” budget
- Review reading data for the year
- Order reading materials based on CSI maps*
- Develop annual professional development plans for reading for your school
- Provide information to parents on reading and how they can help their child succeed
- Visit another school with similar demographics & higher reading scores to learn what you can
- Review/update building reading plan
- Seek available funding for any resources which will expire in the next year

*--CSI maps: Grade level plans which specify which core, supplemental and intervention programs will be taught (and for how many minutes each day) to students at each instructional level.