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MEMORANDUM TO: Directors of Education
Secretary-Treasurers and Supervisory Officers
of School Authorities

FROM: Sue Durst
Director
Curriculum and Assessment Policy Branch

DATE: September 8, 2011

SUBJECT: *Adolescent Literacy Professional Learning:
The Professional Learning Cycle and the Literacy Coach.*

The Curriculum and Assessment Policy Branch, by way of the Literacy GAINS initiative, will present face-to-face professional learning sessions for adolescent literacy in various locations in the province October 17-20, 2011. The intent of this communication is to provide details about *Adolescent Literacy Professional Learning: the Professional Learning Cycle and the Literacy Coach* sessions.

The intended outcomes of each session are to become knowledgeable about:

- current research on adolescent literacy, evidence-informed instructional practices and instructional coaching;
- how to use the professional learning cycle for job-embedded professional learning that focuses on the improvement of students' literacy achievement;
- how collaborative inquiry, the professional learning cycle and the coaching cycle are interconnected;
- opportunities for networking with adolescent literacy leaders, coaches and administrators at the provincial level.

Each board is invited to send a team, consisting of five (5) educators to a one-day professional learning session. We would appreciate it if you would consider the following educators for your board team:

- elementary administrator (1)
- secondary administrator (1)
- system program leaders and school literacy leaders and coaches (3)

These sessions will be offered October 17th to 20th in 8 different locations, hosted by local school boards. Please see the attached registration page for details about dates, times, and locations.

The ministry will cover the cost of travel, accommodation, and supply teachers for each participant. A continental breakfast and lunch will be provided the day of the session.

We look forward to working with you and supporting professional learning for adolescent literacy educators. Thank you for your ongoing support.

Sue Durst

Attachment: Application form for *Adolescent Literacy Professional Learning: the Professional Learning Cycle and the Literacy Coach* session

cc: K. Verduyn, Director (A), FSB
M. Jancik and E. Newman, Senior Executive Officers, LNS
Rob Andrews, Director, SS/L18, Implementation, Training & Evaluation Branch
A. Bigwin, Director, AEO
Regional Managers