

Keys to Literacy Leadership

A high-impact course for elementary principals and instructional leaders

How can instructional leaders strengthen literacy outcomes while supporting teachers and keeping student needs at the center of their work? *Keys to Literacy Leadership* helps elementary principals and instructional leaders lead with greater clarity, confidence, and coherence.

Designed for building, district, and state leaders responsible for improving K-5 literacy instruction, this professional development course connects research-based literacy practices to the systems that support implementation. Participants examine how shared beliefs, evidence-based instruction, assessment, intervention, data use, professional learning, and collaborative teams work together to create a coherent literacy system that turns schoolwide priorities into student-level instructional action.

The course is organized into modules covering these topics:

- **Module 1:** Shared Beliefs and Vision (3 hours)
- **Module 2:** Foundational Knowledge (5 hours)
- **Module 3:** Universal Instruction (3 hours)
- **Module 4:** Comprehensive Assessment System (3 hours)
- **Module 5:** Intervention Systems (3 hours)
- **Module 6:** Data-Based Decision Making (3 hours)
- **Module 7:** Ongoing Professional Development (3 hours)
- **Module 8:** Collaborative Teams (3 hours)
- **Capstone:** Literacy Leadership in Action (4 hours)



Participants learn how to recognize strong literacy instruction during walkthroughs, ask critical questions in data conversations, provide actionable feedback, and strengthen existing structures: PLCs, leadership teams, coaching cycles, data routines, and professional learning.

The course is designed with the realities of elementary school leadership in mind. Leaders learn how to use existing systems intentionally to support implementation, strengthen instruction, and respond more precisely to student needs. Each module includes pre- and post-assessments, readings, interactive activities, exemplar videos, direct application to practice, reflection opportunities, and planning exercises that connect the learning to each leader's context. The course culminates in a capstone experience where participants apply their learning to a current literacy challenge. Leaders develop a focused 90-day action plan that is practical, system-aligned, and built to move from reflection to implementation.

Who should participate?

Building, district, and state leaders responsible for improving K-5 literacy outcomes for students.

Contact Keys to Literacy for more information:

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www.keystoliteracy.com

What formats are available?

Option 1: Online Course

Keys to Literacy Leadership is an online course that is organized into 8 modules. The full course takes approximately 30 hours to complete. It is asynchronous and flexible, allowing participants to complete assignments at their own pace. Individual leaders can register to take the course, or districts can register groups. The course registration fee includes a copy of the recommended companion text, *It's Possible* by Pati Montgomery and Angela Hanlin. Contact us to learn more @info@keystoliteracy.com.

Option 2: Online Modules

Keys to Literacy Leadership modules may also be completed individually. Module lengths vary from approximately 3 to 5 hours each. The asynchronous format gives participants the flexibility to complete assignments on their own schedule. Individual leaders may register for the course, or districts may register groups. The module registration fee does not include the recommended companion text, *It's Possible* by Pati Montgomery and Angela Hanlin. Contact us to learn more @info@keystoliteracy.com.

Keys to Literacy Leadership Outline

Module 1: Shared Beliefs and Vision (3 hours)

- Establish a shared literacy vision
- Examine beliefs about students, reading, and leadership courage
- Connect vision to daily practice
- Identify where to begin when improving a literacy system
- Translate beliefs into aligned systems and actions

Module 2: Foundational Knowledge (5 hours)

- Understand how students learn to read and write
- Learn key concepts related to oral language, word recognition, comprehension, and writing development
- Grasp how foundational literacy knowledge informs leadership decisions
- Apply literacy knowledge during walkthroughs, coaching conversations, and feedback

Module 3: Universal Instruction (3 hours)

- Recognize Tier 1 instruction as the foundation of a strong literacy system
- Identify critical features of Structured Literacy
- Examine whole-group and small-group instruction within Tier 1
- Support inclusive access for multilingual learners and students with disabilities
- Use leader-facing look-fors to observe and support literacy instruction

Module 4: Comprehensive Assessment (3 hours)

- Identify key components of a strong literacy assessment system
- Understand screening, diagnostic, progress-monitoring, and outcome data
- Use assessment data to guide instructional decisions
- Move beyond overall scores to identify specific student needs
- Support precise instructional responses through data

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Module 5: Intervention Systems (3 hours)

- Identify essential elements of effective Tier 2 and Tier 3 intervention systems
- Align intervention to student need, instructional focus, intensity, and progress
- Design schedules, staffing, grouping, and materials to support intervention
- Use evidence to determine whether interventions are accelerating student learning
- Maintain access to Tier 1 while providing additional support

Module 6: Data-Based Decision Making (3 hours)

- Use data to drive instructional decisions
- Structure data conversations so they lead to action
- Examine student growth, progress monitoring, and instructional response
- Document instructional adjustments and teacher action steps
- Connect schoolwide priorities to student-level instructional needs

Module 7: Ongoing Professional Development (3 hours)

- Design professional learning that leads to changes in instruction
- Connect professional learning to student data, observation evidence, and teacher needs
- Use coaching to strengthen implementation
- Provide feedback that is actionable and tied to instructional improvement
- Support consistent implementation across classrooms

Module 8: Collaborative Teams (3 hours)

- Identify conditions that make collaborative teams effective
- Clarify roles and responsibilities of PLCs, data teams, and leadership teams
- Structure team meetings so they lead to instructional action
- Use collaboration to strengthen shared responsibility for literacy outcomes
- Stay focused on the highest-impact work over time

Capstone: Literacy Leadership in Action (4 hours)

- Apply course learning to a current literacy challenge
- Analyze strengths, gaps, and evidence across the literacy system
- Identify a high-leverage instructional challenge
- Develop a focused, system-aligned 90-day action plan
- Move from reflection to implementation

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