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