

Literacy Implementation Checklist

Looking to strengthen literacy across your schools? Catapult Learning's Literacy Implementation Checklist helps district and school teams reflect on their current literacy practices. Use it to pinpoint what's working well and uncover areas for continued growth as you work toward a fully evidence-based literacy program.





How to Use the **Literacy Implementation Checklist**

- 1 Gather Your Team**
Include teachers, literacy coaches, and instructional leaders to get multiple perspectives.
- 2 Review Each Item**
Reflect on how fully each component is implemented in your school or district.
- 3 Rate Your Status**
Use the scale provided (e.g., Beginning, Developing, Proficient, Exemplary).
- 4 Discuss Results**
Celebrate strengths and identify opportunities for growth.
- 5 Plan Next Steps**
Set actionable goals, prioritize initiatives, and strengthen literacy outcomes.


The descriptors below reflect proficient levels of action and performance. Use the provided rating key to guide your evaluation


Score	Level	Definition
B	Beginning	Just getting started
D	Developing	We are on our way
P	Proficient	We are pretty good at this
E	Exemplary	We are performing above and beyond the benchmark


 Literacy Leadership	B	D	P	E
A schoolwide vision and mission are established that clearly align with the reading goals your school is working to achieve.				
Leadership and decision-making for literacy are shared across school leaders and staff.				
School literacy leaders (principals, assistant principals, reading specialist, instructional coach, etc.) are familiar with the reading research base and 5 components of reading: phonemic awareness, phonics, accuracy and fluency, vocabulary, and comprehension + writing.				
Your school uses multiple data sources to support a continuous improvement process and its impact on student literacy achievement.				
Leaders are involved in the collection and analysis of implementation data.				
Your school's strongest, most experienced, and well-qualified staff support the lowest performing students.				
Leadership prioritizes the hiring and development of teachers to ensure they are knowledgeable and skilled in the science of reading.				


 Collaborative Culture	B	D	P	E
A culture and expectations are in place that support your school’s reading mission and vision.				
Professional Learning Communities (PLCs) meet regularly to discuss instructional strategies and delivery.				
Reviewing student data, and implementation data, is a regular schoolwide activity for staff.				




 Curriculum	B	D	P	E
Adopted program resources are aligned with state standards.				
Both core and supplemental programs meet the standards for High-Quality Instructional Materials (HQIM).				
Available program resources incorporate all 5 pillars of high-quality literacy instruction plus writing.				
Available program resources promote coherence across grade levels.				

 Instruction	B	D	P	E
The master schedule allows adequate time/resources for all tiers of instruction.				
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Teachers consistently use a structured planning framework grounded in research-based best practices to deliver explicit and systematic literacy instruction.				
Teachers provide research-based reading instruction that is explicit and systematic for all tiers.				
Active engagement strategies are used in all tiers of instruction.				

 Assessment	B	D	P	E
A Data Team established to lead instructional decision making and intervention planning at your school.				
Assessments incorporate universal screening, diagnostic, formative, progress monitoring, and summative strategies to gather comprehensive data.				
Assessment is ongoing and data is used to identify students most at-risk and inform instructional decision-making at the school and classroom level.				
Assessment data is used to evaluate program efficacy.				
Assessment data is used to evaluate student progress over multiple years.				

 Intervention	B	D	P	E
A Multi-Tiered System of Supports (MTSS) is used as a framework for supporting all students in achieving reading success.				
An Implementation Team is in place to lead MTSS efforts at your school.				
An ample menu of assessments and prescriptive interventions or other services as needed is available.				
Differentiated reading instruction is provided for all students based on assessment data.				
Early intervention is provided for at-risk students.				
Considerations are made for subgroups when making instructional adjustments.				

 Professional Development	B	D	P	E
Staff have access to the professional learning and resources needed to align instruction with standards and to implement all components of reading instruction with fidelity.				
Staff receive individualized, differentiated coaching designed to advance their professional learning goals in literacy.				
School leaders analyze a variety of assessment data to evaluate teacher efficacy and inform decisions on professional development.				

 Resources	B	D	P	E
Time is allocated so students receive necessary core instruction and intervention in adequate dosages and intensity.				
The school has a strategy specifically around family engagement and literacy.				
Families receive regular communication and guidance on ways to support their children’s literacy development at home.				



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Partner with Catapult Learning to **Strengthen Literacy in Your School**

Completing this checklist is just the first step in understanding your school’s literacy strengths and opportunities. Catapult Learning partners with schools to provide evidence-based strategies, professional development, and coaching that directly support student achievement. Our experts can help your team build on what’s working, address areas for growth, and implement a comprehensive literacy program.

Let’s work together to ensure every student has the literacy skills they need to succeed.

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