**Language & Literacy Advisory Team Purpose:**

The Language & Literacy Advisory Team (LLATé) is an ATLAS –sponsored team designed to strengthen language, reading, and writing instruction in Minnesota through relevant, meaningful, and effective professional development (PD) for practitioners.

The L&LAdvisory team (LLATé) consists of the ATLAS Director, the MDE PD Specialist, the ATLAS Literacy Director, Literacy Minnesota Volunteer Trainer, key ATLAS consultants, and additional practitioners from various levels of instruction (CCRS levels A-E). This Advisory Team will provide input, guidance, and content knowledge for the state’s PD around language, reading, and writing instruction.

The Advisory Team is responsible for planning and strengthening language & literacy PD in Minnesota, as well as specific tasks yearly to support established PD efforts, such as the annual Language & Literacy Institute.

*Expectations for LLATé members:*

* Commit to serve a 2-year term on the Team (summer 2023-late spring 2025)
* Participate in two full-day planning meetings yearly, Thursday Sep 21, 2023 (in person) and Thursday, Nov 2, 2023 (virtual)
* Participate in two (virtual) ½-day meetings yearly: Thursday February 22 & Thursday June 13, 2024 (1-4pm)
* Participate in up to 3 brief phone calls/Zoom meetings if needed (Sep-May; dates TBD)
* Respond to electronic requests for input/feedback in a timely manner (within 1-2 business days)
* Attend and assist as needed at the Language & Literacy Institute, January 25-26, 2024
* Bring local/regional PD needs to the committee
* Share PD information & resources with practitioners in their program/region
* Attend Language & Literacy PD as able to inform the group and provide insights toward our goals. Such events may be related to reading, writing, language acquisition, secondary credential literacy work, Career & College Readiness Standards for English Language Arts, etc.
* As agreed upon as a group, contribute to newsletter articles, CCRS teacher “workouts” or other small projects to lend your expertise to the field

*Leadership:* The Language & Literacy Advisory Team will be co-chaired by the ATLAS Literacy Director and the ATLAS Director, with guidance from the MDE PD Specialist.

**Qualifications - Required:**

* Currently employed with a Minnesota ABE program
* Experience with language, reading, or writing instruction or ABE program administration

**Qualifications - Desired:**

* Experience planning and/or delivering professional development at a local or regional level
* Experience participating in MN ABE sponsored PD initiatives or activities

**Committee members will be selected to ensure representation from diverse:**

* Regions of MN
* Types of programs (size, delivery models, rural vs. urban)
* Roles (teacher, administrator)

***Educators of color are especially encouraged to apply.***

**Program representatives will receive the following through ATLAS:**

* A stipend of $350/year in recognition of work on the committee
* Reimbursement for mileage if traveling more than 100 miles round trip to attend in-person meetings
* Reimbursement for lodging, if needed; the cost for meals will be reimbursed at the state levels if attendance requires overnight stay
* Sub reimbursement for meeting dates, as negotiated with ATLAS (contact Patsy if you’d like to pursue)
* Lunch provided on full-day, in-person meeting days
* CEUs for meetings

**Applicant Information**

| **Name** |  |
| --- | --- |
| **ABE Program** |  |
| **Role** |  |
| **Email** |  |
| **Phone Number** |  |

**Please briefly respond to the following questions (approximately 1 paragraph per response):**

1. Please describe your experience working with adult language and literacy in Adult Basic Education.
2. Please describe your experience planning or delivering professional development activities around language and literacy content.
3. Please describe which ABE language and literacy professional development initiatives and/or activities you have participated in and how they have impacted your work. (STAR, study circles, L&L Institute, CCRS cohort, etc.)
4. Why would you like to serve as a member of the statewide Language & Literacy Advisory Team?
5. In the coming year, LLATe will focus on the following areas for professional development. Please comment on your comfort level with one or more of these key PD priorities:

| **Focus area** | **Your experience** |
| --- | --- |
| Phonics instruction, including lower- and intermediate-level alphabetics |  |
| The Science of Reading: strengths & gaps in MN Adult Education PD |  |
| Writing Instruction for all levels |  |
| Supporting English Learners in adult education classrooms |  |
| Teaching native English speaking low-level readers (CCRS levels A-B) |  |

**To Submit Your Application**

Please complete this form electronically and email it as an attachment to Kristine Kelly at [kkelly01@hamline.edu](mailto:kkelly01@hamline.edu) by **Friday, June 2, 2023.**

**Important Language & Literacy PD Dates – FY24**

| **Language & Literacy Advisory Team Meetings** | | |
| --- | --- | --- |
| Planning meeting – full day 1  **In-person** | Thursday, Sep 21, 2023, 9:00-3:30pm  *We will likely be meeting at Hamline University, and we will follow all COVID procedures as listed* [*here*](https://www.hamline.edu/covid-19/)*. We will pivot to a remote meeting as needed.* | |
| Planning meeting – full day 2  **Virtual** | Thursday, Nov 2, 2023, 9:30-2:00pm (virtual) | |
| Brief Zoom calls | Up to 3 during the year, as needed | |
| ½ day planning meetings  **Virtual** | Thursday, February 22, 2024 (virtual), 1-4:00pm  Thursday, June 13, 2024 (virtual) 1-4:00pm | |
| **Language & Literacy PD Activities** | | |
| Fall South Regional  Fall North Regional  Spring Metro Regional | | October 5-6, 2023, Bemidji  October 12, 2023, Mankato  March 2024 (exact date TBD) |
| \*\*Adult Career Pathways/IET/Transitions Event\*\* | | Spring 2024 |
| \*\*Language & Literacy Institute\*\* | | Virtual event  Jan 25-26, 2024 |