

Administrator’s Early Literacy Time Audit Tool

This guide is intended for analyzing how much time a teacher spends on the following types of activities.

Reading Instructional Practices include:	Classroom Time Spent On:
Read about it	ie. 8:15-8:28AM
<ul style="list-style-type: none"> Use of read alouds to model language and vocabulary, to build knowledge and develop critical thinking skills, and to provide opportunities for students to grapple with the structure and meanings of more complex texts (use of productive struggle and scaffolding) 	
<ul style="list-style-type: none"> Use of on-grade level texts through shared and interactive reading to apply foundational skills, develop reading fluency, and build comprehension. Provide multiple opportunities to practice rereading familiar text at the right level of difficulty. 	
<ul style="list-style-type: none"> Other Read About It Activities 	
Think about It	
<ul style="list-style-type: none"> Utilizes text dependent questions during interactive read alouds to engage students in thinking activities with text. 	
<ul style="list-style-type: none"> Provides opportunities to grapple (use of productive struggle) with more complex text and provides scaffolds to support readers-Interactive Read Aloud/Shared Reading. 	
<ul style="list-style-type: none"> Other Think About It Activities 	
Talk About It	
<ul style="list-style-type: none"> Tailored instructional feedback focusing on the learning target is provided throughout lesson to all students. 	
<ul style="list-style-type: none"> Listening, speaking, reading, and writing are integrated throughout literacy instruction, not taught in isolated sections of a lesson. 	
<ul style="list-style-type: none"> Provides opportunities daily to practice responding to texts through speaking and discussion. 	
<ul style="list-style-type: none"> Other Talk About It Activities 	
Write About it	
<ul style="list-style-type: none"> Provides opportunities daily to practice responding to text through written expression. 	
<ul style="list-style-type: none"> Use oral discussions and writing to synthesize new knowledge gained from reading. 	
<ul style="list-style-type: none"> Other Write About It Activities 	