

2011 Just Read, Florida!/Florida Literacy Coaches Association Reading Coach of the Year Nomination Procedures

The following requirements must be met in nominating a candidate for the 2011 Just Read, Florida!/Florida Literacy Coaches Association (FLCA) Reading Coach of the Year for elementary, middle, and high schools:

- Prior to **March 15, 2011**, participating districts must select candidates who will represent the district as the Reading Coach of the Year at the elementary, middle, and high school levels. Please submit one candidate per level. The method used to select the candidate may vary according to the district.
- Submit the completed nomination packets **with a cover letter** from the reading contact listed on the District K-12 Comprehensive Reading Plan verifying that the nominees have been selected as the District Reading Coaches of the Year.
- Include **three letters of recommendation per applicant of no more than one page in length**. These may be selected from colleagues, the coach's principal, a parent, a present or former student, an administrator and/or a civic or community leader.
- **No more than three recommendation letters per applicant will be accepted.**
- Mail the original application packet **including materials requested** to the address provided below.
- **E-mail Sections I-II of the Just Read, Florida!/FLCA Reading Coach of the Year Application no later than March 15, 2011, to Latasha.Alexander@fldoe.org under the subject line: Coach of the Year Award.**
- The Florida Literacy Coaches Association will consider and review only the materials requested in the nomination packet, thus additional materials submitted with the application will not be considered.
- Regional and state winners will be awarded with certificates and plaques, respectively.

**Packets must be postmarked
no later than
March 15, 2011**

The nomination packet should be forwarded to:

Latasha Alexander
Just Read, Florida! Office
Florida Department of Education
325 W. Gaines St., Suite 501
Tallahassee, FL 32399

Selection committee members from the Florida Literacy Coaches Association will choose five regional finalists for the elementary, middle, and high school levels.

If your District Reading Coach of the Year is selected as a regional finalist, the District Reading Contact and the regional finalist will be notified during May, 2011. **Please note, the Florida Literacy Coaches Association and the Just Read, Florida! office will not disclose the identities of the regional finalists prior to the dates that the announcements are made nor disclose the announcement dates. The Florida Literacy Coaches Association and Just Read, Florida! will make the announcements to the media and publish the identities of the regional finalists on the Just Read, Florida! website at www.justreadflorida.com.**

Just Read, Florida! will select and interview two regional finalists at each level. Just Read, Florida! will make the final decision for the Florida Elementary, Middle and High School Reading Coaches of the Year.

Eligibility

Each district may nominate only one reading coach at the elementary school level, one reading coach at the middle school level, and one reading coach at the high school level. Only the District Reading Contact designated on the front page of the District K-12 Reading Plan may submit the nomination. Nominations should be made without regard to race, age, sex, national origin, religion, or disability.

The following full-time district educators are eligible for nomination:

- Full time reading coaches - Grades K through 12
- Full time Reading First coaches
- Full time district reading coaches

School personnel who work in an administrative or supervisory capacity, such as principals or deans of students, are ineligible.

Selection Criteria

Each district nominee will be evaluated based upon the following criteria:

- Demonstrates a superior ability to foster excellence in literacy education and contributes to the continuous improvement of student learning, professional development, and the school environment
- Displays expertise in literacy and the ability to effectively deliver professional development relating to literacy
- Utilizes original and/or innovative methods in coaching
- Maintains a record of superior coaching performance as evidenced by data driven student gains, annual performance assessments and/or recognition of work
- Actively participates in continued professional development as evidenced by participation in relevant training and/or advanced degrees
- Demonstrates leadership in educational activities at the school, district, and/or state and national level, such as active membership in an advisory council, task force, or professional organization or through involvement as a grade level or department chair
- Displays exemplary interpersonal skills in communicating with teachers, students, parents and community members as well as in collaboration with other professionals
- Participates in peer coaching and mentoring activities
- Utilizes innovative research techniques, such as action research, to enhance the quality of literacy instruction

- Engages parents/families in the learning process to enhance student achievement
- Promotes literacy through the use of reading strategies in modeling instruction and/or the implementation of projects intended to enhance student reading skills
- Demonstrates a strong commitment to creating a climate of caring and respect conducive to effective teaching and learning
- Evidences dedication to his/her community through active participation in service-oriented projects, volunteer work, etc.
- Demonstrates poise, eloquence and ability to withstand a taxing schedule

Instructions for Completing Sections I-II of the 2011 Just Read, Florida!/ Florida Literacy Coaches Association- Reading Coach of the Year Application:

Respond to both of the following sections. **Responses must be typed, double-spaced, utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number and title. (A sample header should read as follows: “**I. Educational History and Professional Development Activities.**”) As both sections allow more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in both sections. In fairness to all applicants, only the number of pages requested will be reviewed.

I. Educational History and Professional Development Activities *(Limit response to two (2) pages)*

Provide a copy of your resume, to include the following information:

1. Beginning with the most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
2. Beginning with the most recent, list teaching and reading coach employment history, indicating time period, grade level and subject area for teaching history.
3. Beginning with the most recent, list professional association memberships including information regarding offices held and other relevant activities undertaken within the five (5) year period preceding the filing of this application.
4. Beginning with the most recent, list delivery of staff development leadership activities, training in instructional strategies and/or leadership activities in the training of teachers undertaken within the five (5) year period preceding the filing of this application.
5. Beginning with the most recent, list awards and honors in recognition of your coaching abilities.
6. Provide all relevant data that will support your effectiveness as a reading coach at your school.

II. Reading Coach Philosophy

Respond to the question below. Response must be typed, double-spaced utilizing a font not smaller than 11 point. Limit response to five (5) pages. Specify page numbers at the top of the page.

Summarize your philosophy of coaching. Be sure to include how your philosophy is reflected in the following areas:

1. Professional Development
2. Teacher Mentoring
3. Promoting a Culture of School Literacy
4. Using Data to Impact Instruction

2011 District Nomination Form

Reading Coach of the Year

**District Elementary
Reading Coach
of the Year Nominee:**

**District Middle
School Reading
Coach**

of the Year Nominee:

**District High School
Reading Coach**

of the Year Nominee:

School District:

**Name of District
Reading Contact:**

**District Reading Contact
Address:**

**District Reading
Contact's Telephone
Numbers:**

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Telephone

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Fax

**District Reading Contact's
e-mail address:**

I acknowledge that this nomination is submitted with my approval.

**Packets must be postmarked
no later than
March 15, 2011**

District Reading Contact's Signature

2011 Elementary Reading Coach Application Form

Name

Home Address

City

Zip

Coach's Home E-mail Address

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Home Telephone

School

District

School Address

City

Zip

Coach's Work E-mail Address

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School Telephone

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School Fax

Total Years
Teaching Experience

Number of Years
as a Reading Coach

Number of Years
in Present Position

Subject Area(s) in which you hold a Florida Teaching Certificate:

Signature of Nominee

Date

2011 Middle School Reading Coach Application Form

Name

Home Address

City

Zip

Coach's Home E-mail Address

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Home Telephone

School

District

School Address

City

Zip

Coach's Work E-mail Address

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School Telephone

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School Fax

Total Years
Teaching Experience

Number of Years
as a Reading Coach

Number of Years
in Present Position

Subject Area(s) in which you hold a Florida Teaching Certificate:

Signature of Nominee

Date

2011 High School Reading Coach Application Form

Name

Home Address

City

Zip

Coach's Home E-mail Address

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Home Telephone

School

District

School Address

City

Zip

Coach's Work E-mail Address

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School Telephone

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School Fax

Total Years
Teaching Experience

Number of Years
as a Reading Coach

Number of Years
in Present Position

Subject Area(s) in which you hold a Florida Teaching Certificate:

Signature of Nominee

Date