

2011 Just Read, Florida! Reading Leadership Team of the Year Nomination Procedures

The following requirements must be met in nominating a candidate team for the 2011 Just Read, Florida! Reading Leadership Team 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 Leadership Team of the Year at the elementary, middle, and high school levels. Please submit one team per level. The method used to select the teams 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 Leadership Team of the Year.
- Include **three letters of recommendation per team of no more than one page in length**. These may be selected from colleagues, the principal, a parent, an administrator and/or a civic or community leader.
- **No more than three recommendation letters will be accepted per team.**
- Mail the original application packet **including materials requested** to the address provided below.
- **E-mail Sections I-II of the Florida Reading Leadership Team of the Year Application no later than March 15, 2011, to Latasha.Alexander@fldoe.org under the subject line: Reading Leadership Team of the Year Award.**
- Just Read, Florida! 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 Just Read, Florida! office will choose five regional finalists for the district level, elementary, middle, and high school levels.

If your District Reading Leadership Team 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 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. 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 review the application packets of the Florida Reading Leadership Team of the Year regional finalists and will select and interview the chairpersons of two regional finalist teams. Just Read, Florida! will make the final decision for the Florida Reading Leadership Team of the Year.

Eligibility

Each district and/or participating institution may nominate only one Reading Leadership Team from each level (elementary, middle school, and high school). Only the District Reading Contact designated on the front page of the District K-12 Reading Plan may submit the nominations. Nominations should be made without regard to race, age, sex, national origin, religion, or disability.

The following district educators are eligible for nomination:

- Reading Leadership Team members from Florida elementary, middle, or high schools.

Selection Criteria

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

- Demonstrates a superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment
- Maintains a record of superior school reading performance as evidenced by data driven student gains and/or recognition of work
- Actively coordinates and participates in continued professional development
- Demonstrates leadership in building a school literacy culture through collegiality and collaboration
- Provides all relevant data that will support effectiveness of the reading leadership team at the school.

Instructions for Completing Sections I and II of the 2011 Just Read, Florida! Reading Leadership Team 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. Reading Leadership Team Plan of Action.**”) 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. Reading Leadership Team Plan of Action

(Limit response to 5 pages)

Provide a copy of your Reading Leadership Team Plan of Action to include the following information:

1. Investigating an area of concern
2. Studying and planning the course of action
3. Implementing the course of action
4. Determining effectiveness of the course of action
5. Reflecting on the process

II. Reading Leadership Team Summary of Accomplishments

(Limit response to 3 pages)

Provide a summary of the accomplishments for the year as a result of the school Reading Leadership Team’s guidance and support. Response must be typed, double-spaced utilizing a font not smaller than 11 point. Be sure to include how the accomplishments are reflected in the following areas:

1. Promoting a Culture of School Literacy
2. Professional Development
3. Data Analysis
4. Student Achievement

2011 District Nomination Form

Reading Leadership Team of the Year

**District Elementary
Reading Leadership
Team of the Year**

Nominee:

**District Middle
School Reading
Leadership Team of
the Year Nominee:**

**District High School
Reading Leadership
Team of the Year**

Nominee:

School District:

**District Reading
Contact Address:**

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

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Telephone

**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 Leadership Team Application Form

Reading Leadership Team Chairperson Name

Title

Home Address

Chairperson's Home E-mail Address

City

Zip

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Home Telephone

School

District

School Address

City

Zip

Chairperson's Work E-mail Address

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School Telephone

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School Fax

**Signature of Reading Leadership Team
Nominee Chairperson**

Date

2011 Middle School Reading Leadership Team Application Form

Reading Leadership Team Chairperson Name

Title

Home Address

Chairperson's Home E-mail Address

City

Zip

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Home Telephone

School

District

School Address

City

Zip

Chairperson's Work E-mail Address

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School Telephone

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School Fax

**Signature of Reading Leadership Team
Nominee Chairperson**

Date

2011 High School Reading Leadership Team Application Form

Reading Leadership Team Chairperson Name

Title

Home Address

Chairperson's Home E-mail Address

City

Zip

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Home Telephone

School

District

School Address

City

Zip

Chairperson's Work E-mail Address

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School Telephone

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School Fax

**Signature of Reading Leadership Team
Nominee Chairperson**

Date