

2013 Just Read, Florida!/Florida Literacy Coaches Association Literacy Coach of the Year Nomination Procedures

The following requirements must be met in nominating a candidate for the 2013 Just Read, Florida!/Florida Literacy Coaches Association (FLCA) Literacy Coach of the Year for elementary and secondary levels (middle/high schools):

- Prior to **August 31, 2013**, participating districts must select candidates who will represent the district as the Literacy Coach of the Year at the elementary and secondary 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 district reading contact listed on the District K-12 Comprehensive Reading Plan verifying that the nominees have been selected as the District Literacy 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.
- **Email Sections I-II of the Just Read, Florida!/FLCA Literacy Coach of the Year Application no later than August 31, 2013, to Enrique.Puig@ucf.edu 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.
- State winners will receive a cash prize of \$300 and a certificate of recognition.

The nomination packet should be forwarded to

**Packets must be postmarked
no later than
August 31, 2013**

Beth Davis
Horizon Middle School
2020 Ham Brown Rd
Kissimmee, FL 34746

Selection committee members from the Florida Literacy Coaches Association will choose winners for the elementary and secondary levels.

If your District Literacy Coach of the Year is selected, the district reading contact and the literacy coach will be notified by September 30, 2013. **Please note, the Florida Literacy Coaches Association and the Just Read, Florida! Office will not disclose identities 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 on the Just Read, Florida! website at www.justreadflorida.com and the Florida Literacy Coaches Association website at www.floridaliteracycoaches.org.**

The Florida Literacy Coaches Association will make the final decision for the Florida Elementary and Secondary Literacy Coaches of the Year.

Eligibility

Each district may nominate only one reading/literacy coach at the elementary school level and one reading/literacy coach at the secondary 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.

Only full-time reading/literacy coaches grades K through 12 are eligible for nomination.

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 learning and the school environment
- Displays expertise in literacy and the ability to effectively facilitate professional learning opportunities 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 learning activities as evidenced by participation in relevant in-service 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 to enhance the quality of literacy instruction
- Engages parents/families in learning as a process to enhance student learning
- Promotes literacy through the use of instructional practices and/or the implementation of projects intended to enhance student learning
- Demonstrates a strong commitment to creating a climate of caring and respect conducive to effective learning and teaching
- 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 2013 Just Read, Florida!/ Florida Literacy Coaches Association - Literacy Coach of the Year Application

Respond to both of the following sections. **Responses must be typed, double-spaced and no less than 11 point font.** 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 Learning Activities *(Limit response to two pages)*

Provide a copy of your resume, including 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/literacy 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-year period preceding the filing of this application.
4. Beginning with the most recent, list delivery of professional learning leadership activities, in-service in instructional practices and/or leadership activities in the in-service of teachers undertaken within the five-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/literacy coach at your school.

II. Reading/Literacy Coach Philosophy

Respond to the question below. Response must be typed, double-spaced and no less than 11 point font. Limit response to five pages. Specify page numbers at the top of the page.

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

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

2013 Elementary Literacy Coach Application Form

Name

Home Address

Coach's Home Email Address

City

Zip

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Home Telephone

School

District

School Address

City

Zip

Coach's Work Email Address

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School Telephone

()

School Fax

**Total Years
Teaching
Experience**

**Number of Years
as a
Reading/Literacy
Coach**

**Number of
Years
in Present
Position**

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

Signature of Nominee

Date

2013 Secondary Literacy Coach Application Form

Name

Home Address

Coach's Home Email Address

City

Zip

()

Home Telephone

School

District

School Address

City

Zip

Coach's Work Email Address

()

School Telephone

()

School Fax

Total Years
Teaching Experience

Number of Years
as a
Reading/Literacy
Coach

Number
of
Years
in
Present
Position

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

Signature of Nominee

Date