



2014 Just Read, Florida! School-Level Administrator Reading Leader of the Year Nomination Procedures

The following requirements must be met in nominating a candidate for the 2014 Just Read, Florida! School-Level Administrator Reading Leader of the Year for elementary, middle and high school levels.

- Prior to **July 31, 2014**, participating districts must select candidates who will represent the district as the School-Level Administrator Reading Leader of the Year for the elementary, middle and high school levels. Please submit one candidate per level. The method used to select the candidates may vary according to the district. **K-12 principals and assistant principals are eligible to be nominated.**
- 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 Reading Leaders 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 superintendent, teachers 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! School-Level Administrator Reading Leader of the Year Application no later than July 31, 2014, to Latasha.Alexander@fldoe.org under the subject line: School-Level Administrator Reading Leader 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.
- **The state level winner will receive a cash prize of \$300 and a certificate of recognition.**

Packets must be postmarked no later than July 31, 2014

The nomination packet should be forwarded to:

Latasha Alexander
Just Read, Florida! Office
Florida Department of Education
325 West Gaines Street, Suite 1432
Tallahassee, FL 32399

Selection committee members from the Just Read, Florida! Office will choose up to five finalists for this level award.

If your School-Level Administrator Reading Leader of the Year is selected as a finalist, the district reading contact and the regional finalist will be notified by September 15, 2014. Just Read, Florida! may conduct phone interviews with two finalists at each level and will make the final decision for the Florida School-Level Administrator Reading Leader of the Year.

Please note, the Just Read, Florida! Office will not disclose the identities of the winners prior to the announcement date. Just Read, Florida! will make the announcement to the media and

publish the identities on the Just Read, Florida! website at www.justreadflorida.com. The winners will be recognized at the annual FRA Conference in Orlando.

Eligibility

Each district may nominate only one administrator reading leader at the elementary school level, one reading leader at the middle school level and one reading leader 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:

- Principals and assistant principals, grades K through 12

Selection Criteria

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

- Demonstrates a superior ability to foster excellence in literacy education leadership and contributes to the continuous improvement of student learning, professional development and the school environment;
- Displays expertise in literacy and actively participates in continued professional development as evidenced by participation in relevant training and/or advanced degrees;
- Maintains a record of superior administrative performance as evidenced by data driven student gains, annual performance assessments and/or recognition of work;
- 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 district administrator or principal;
- Displays exemplary interpersonal skills in communicating with teachers, students, parents and community members as well as in collaboration with other professionals;
- 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;
- 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.



Instructions for Completing Sections I-II of the 2014 Just Read, Florida! School-Level Administrator Reading Leader 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.**”)

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 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 administrative 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 staff development leadership activities and/or training in reading instructional strategies 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 leadership abilities.
6. Provide all relevant data that will support your effectiveness as a literacy leader at your school or district.

II. Reading Leadership Philosophy

(Limit response to five pages)

Respond to the question below. **Response must be typed, double-spaced, utilizing a font not smaller than 11 point.** Specify page numbers at the top of the page.

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

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



2014 District Nomination Form

School-Level Administrator Reading Leader of the Year

**Elementary Reading
Leader of the Year
Nominee:**

**Middle School
Reading Leader of
the Year Nominee:**

**High School Reading
Leader of the Year
Nominee:**

School District:

**Name of District
Reading Contact:**

**District Reading
Contact Address:**

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

()
Telephone

()
Fax

**District Reading Contact's
email address:**

I acknowledge that this nomination is submitted with my approval.

**Packets must be postmarked
no later than
July 31, 2014**

District Reading Contact's Signature



2014 Elementary Administrator Reading Leader Application Form

Name

Home Address

Home Email Address

City

Zip

() _____
Home Telephone

School

District

School Address

City

Zip

Work Email Address

() _____
School Telephone

() _____
School Fax

**Total Years
Teaching Experience**

**Number of Years
as a Literacy Leader**

**Number of Years
in Present Position**

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

Signature of Nominee

Date



2014 Middle School Administrator Reading Leader Application

Name

Home Address

Home Email Address

City

Zip

() _____
Home Telephone

School

District

School Address

City

Zip

Work Email Address

() _____
School Telephone

() _____
School Fax

**Total Years
Teaching Experience**

**Number of Years
as a Literacy Leader**

**Number of Years
in Present Position**

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

Signature of Nominee

Date



2014 High School Administrator Reading Leader Application

Name

Home Address

Home Email Address

City

Zip

() _____
Home Telephone

School

District

School Address

City

Zip

Work Email Address

() _____
School Telephone

() _____
School Fax

**Total Years
Teaching Experience**

**Number of Years
as a Literacy Leader**

**Number of Years
in Present Position**

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

Signature of Nominee

Date