


# 2014 Just Read, Florida!/Florida Literacy Coaches Association Literacy Coach of the Year Nomination Procedures

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The following requirements must be met in nominating a candidate for the 2014 Just Read, Florida!/Florida Literacy Coaches Association (FLCA) Literacy Coach of the Year for elementary and secondary (middle/high school).

- Prior to **July 31, 2014**, 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 July 31, 2014, to [christineharris@outlook.com](mailto:christineharris@outlook.com) 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.
- **The 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  
July 31, 2014**

Morgridge International Reading Center  
c/o FLCA  
Building 122  
4143 Amdromeda Loop  
Orlando, FL 32816

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 coaches will be notified by September 15, 2014. The Florida Literacy Coaches Association will make the final decision for the Florida Elementary and Secondary Literacy Coaches of the Year. **Please note, the Florida Literacy Coaches Association and the Just Read, Florida! Office will not disclose the identities of the winners prior to the date of the announcement. The Florida Literacy Coaches Association and Just Read, Florida! will make the announcement to the media and publish the identities on the Just Read, Florida! website at [www.justreadflorida.com](http://www.justreadflorida.com) and the Florida Literacy Coaches Association website at [www.floridaliteracycoaches.org](http://www.floridaliteracycoaches.org).** The winners will be recognized at the annual FRA Conference in Orlando.

# Eligibility

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**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

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**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 the 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 2014 Just Read, Florida!/Florida Literacy Coaches Association-Literacy Coach of the Year Application**

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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 Learning 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 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

(Limit response to five pages)

Respond to the question below. **Response must be typed, double-spaced, utilizing a font not smaller than 11 point.** 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

# 2014 Elementary Literacy Coach Application Form

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\_\_\_\_\_  
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

# 2014 Secondary Literacy Coach Application Form

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\_\_\_\_\_  
**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**