

**Arkansas Reading First Literacy Coach
2006 Application Form**

Qualifications:

- Bachelor's Degree required; Masters Degree preferred
- Three years of acceptable teaching of reading in the primary grades
- Reading Specialist Certification preferred

SECTION I --- IDENTIFYING INFORMATION: Teacher and School Administrator

Name: _____ Grade/Position: _____

Social Security Number: _____ Phone (H): _____

Home Address: _____

E-mail _____

Principal _____

School: _____ Phone: _____

Address _____

E-mail _____

SECTION II – TEACHING EXPERIENCE

A minimum of three years teaching experience is required at the primary level (grades K-3) teaching reading. Provide the following information. Please add any comments you feel are pertinent.

_____ Total years of experience

Total number of years of teaching experience in the following:

_____ Pre-primary _____ Kindergarten _____ Grade 1
 _____ Grade 2 _____ Grade 3 _____ Reading
 _____ Other (List)

Year(s)	Location	Teaching Assignment

SECTION III – READING AND LANGUAGE ARTS BACKGROUND

Degree Received	Institution	Area of Emphasis

_____ Number of undergraduate courses in reading and language arts

_____ Number of graduate courses in reading and language arts

_____ Total number of courses for graduate degree credit.

Briefly describe the nature of your elementary reading/language arts coursework:

List other professional experiences within the last five years related to your interest in reading/language arts (workshops, conferences, curriculum committees, etc.)

SECTION IV -- INSTRUCTIONAL ORIENTATION

List your two greatest strengths as a teacher:

Explain why and how you have developed expertise in these areas.

Describe your leadership qualities and cite evidence of those qualities.

Describe what you do that makes your reading/language arts program successful.

Please write a personal statement indicating why you wish to be trained as a Literacy Coach.

SECTION V – COMMITMENT

The success of Arkansas Reading First depends on the commitment of teachers to participate fully in all training activities and the subsequent support for implementation of the model in their school. Please refer to the Responsibilities of a Literacy Coach outlined in the application.

I have read and understand the responsibilities of a Literacy Coach, and I am willing to make this commitment.

_____ Date _____
Applicant

I support the above applicant's involvement in the Arkansas Reading First Literacy Coach training and implementation of a comprehensive literacy program based on scientific reading research.

_____ Date _____
Applicant's Principal

_____ Date _____
District Superintendent

**Arkansas Reading First
Literacy Coach Qualifications and
2006-09 Job Description**

Minimum Qualifications

- Bachelor's degree; Master's degree preferred
- Reading specialist certification preferred
- Three or more years of recent classroom experience at the primary level teaching reading
- Participation in statewide or related literacy professional development
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Job Description

1. Demonstrate exemplary classroom literacy practice and possess a deep understanding of literacy theory (20 percent)
 - Ongoing teaching of children in a variety of settings and grade levels (K-3)
 - Extend literacy competencies through professional development opportunities and networking with other literacy coaches in Arkansas schools
2. Help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community (60 percent)
 - Provide demonstrations of literacy components
 - Observe and coach classroom teachers in effective practices
 - Provide sustained mentoring to classroom teachers
 - Plan and conduct professional literacy team meetings
 - Provide workshops on the literacy framework
3. Manage and evaluate the school's literacy program to ensure the highest level of quality (10 percent)
 - Collect data, analyze results, and report findings
 - Implement a school-wide assessment system for monitoring student achievement
 - Evaluate student achievement and assist with placing students in appropriate intervention and support services
 - Evaluate effectiveness of the overall literacy program
 - Identify needs and make recommendations for appropriate reading and writing materials
 - Provide records and research data to the ADE.
4. Provide leadership for literacy across the school community (10 percent)
 - Meet regularly with the principal to report on progress and plan next steps
 - Network with other literacy coaches in developing, implementing, and researching the literacy-based program
 - Communicate the results of the literacy program and spotlight the school as a Literacy Center

**Arkansas Reading First
Literacy Coach Commitment Form
2006-2009**

NAME _____ **SSN** _____

DISTRICT _____

SCHOOL _____

I accept the opportunity to participate in the Arkansas Reading First Literacy Coach Training. I agree to participate in fully in the first year of training and on an annual basis for the duration of my role as Arkansas Reading First Literacy Coach.

I will adhere to the following assurances:

- I will maintain the integrity of the program by adhering to the guidelines of the program and the job responsibilities as outlined in the job description.
- I will participate in all sessions of Arkansas Reading First Literacy Coach training and meet all requirements to ensure the successful implementation of a comprehensive literacy program based on scientific reading research.
- I understand that the Arkansas Reading First Literacy Coaching is a **three-year commitment** designed to ensure continuous support for, development of and implementation of a comprehensive literacy program based on scientific reading research.
- I agree to submit to the ADE all records, research data, and written documentation as requested.
- I understand that the professional texts and manuals provided to the teacher by the Arkansas Reading First grant become the property of the teacher upon completion of the training; however, student materials provided through the training will remain the property of the participating school.
- I agree to notify the district and the Arkansas Department of Education in writing if I am unable to complete the program.
- I have read and understand the training requirements and job description of the Arkansas Reading First Literacy Coach and am willing to make this commitment.

Literacy Coach

Date

Principal or Designated Official

Date

**Arkansas Reading First
School/District Assurances
2006-2009**

School/District: _____

Principal: _____

Superintendent: _____

In receipt of funding to support implementation of Arkansas Reading First, the school district agrees to the following:

- The district agrees that the funds granted will be used solely for the support and implementation of the Arkansas Reading First plan.
- The district will comply with the funding guidelines and provide an accounting of funds to the ADE at the end of each grant year.
- The district agrees that the site administrator shall have full knowledge of the Arkansas Reading First plan and agrees to the assurances outlined in the site administrator’s commitment form.
- The district agrees that the Literacy Coach shall meet the job qualifications as outlined in the Arkansas Reading First application.
- The district agrees that the Literacy Coach will perform only the functions outlined in the Arkansas Reading First Literacy Coach job description.
- The district assures that the school literacy teams will be provided with release time for professional development and training in the components of a comprehensive literacy approach based on scientific reading research, assessment, and intervention.
- The district assures that all professional development will support the implementation of a comprehensive literacy approach based on scientific reading research as outlined in the Arkansas Reading First plan.
- The district will provide records and research data as required by ADE as needed to fulfill the requirements of Arkansas Reading First.

Superintendent’s Signature

Date

**Arkansas Reading First
Site Administrator Commitment Form
2006-2009**

SCHOOL _____

DISTRICT _____

PRINCIPAL _____

SCHOOL ADDRESS _____

PHONE (_____) _____ **FAX** (_____) _____

E-MAIL _____

 _____ Elementary School accepts the opportunity to participate in Arkansas Reading First. The site administrator will adhere to the following assurances:

- The site administrator (principal) agrees to participate in all required administrators’ training relevant to Arkansas Reading First provided by the Arkansas Department of Education.
- The site administrator agrees to participate in the professional development offered to teachers in order to ensure the successful implementation of a scientific reading research based comprehensive literacy program within the school.
- The site administrator will assure time and support for site-based professional development including but not limited to monthly literacy team meetings and observations in lab classrooms.
- The site administrator assures a schedule allowing all K-3 classrooms to implement a 2 ½ hour literacy block, with 90 minutes uninterrupted.
- The site administrator agrees to chair the local leadership team and convene regularly scheduled meetings to monitor implementation of the school’s Arkansas Reading First plan.
- The site administrator agrees to support the implementation of the Arkansas Reading First plan as outlined in the Arkansas Reading First application.
- The site administrator agrees to support the Literacy Coach to completion of the required training.
- The site administrator will assure that the school’s primary grade students will be heterogeneously assigned to classrooms.
- The district will provide records and research data as required by ADE as needed to fulfill the requirements of Arkansas Reading First.

 Site Administrator’s Signature

 Date