



Literacy Collaborative
The Ohio State University
www.lcosu.org

**Primary Literacy Coordinator
 Training Application**

Application Deadline:
 April 30, 2010

Send two copies of application and literacy coordinator's vita to:

Andrea McCarrier
Literacy Collaborative
807 Kinnear Road
Columbus, OH 43212-1421

Name of Literacy Coordinator Applicant _____

School _____

Address _____

School Telephone _____

| |
|---|
| <p>For office use only.</p> <p>(Date and/or check)</p> <p>_____ Application received</p> <p>_____ Interview complete by _____</p> <p>_____ Team Planning _____ Reading Recovery</p> <p>_____ Decision: Accept _____ Defer one year _____ Reject _____</p> |
|---|

- PLEASE CHECK TO ASSURE THAT THIS APPLICATION IS COMPLETED IN FULL. MISSING INFORMATION WILL DELAY THE PROCESSING OF YOUR APPLICATION.
- PLEASE TYPE OR PRINT NEATLY ALL INFORMATION IN THIS DOCUMENT.

OSU TRAINING DATES FOR 2010-2011

Literacy coordinator training consists of 35 days of course work distributed throughout the year. The training involves 17 days at The Ohio State University (807 Kinnear Rd, Columbus, Ohio). The dates are:

- | | |
|----------------------------|---------------------------|
| Session 1—Aug. 18-20, 2010 | Session 4—Apr. 6-8, 2011 |
| Session 2—Oct. 5-8, 2010 | Session 5—May 25-27, 2011 |
| Session 3—Feb. 15-18, 2011 | |

In addition to the training at OSU, there are 18 days of online learning. The online learning begins August 10 and 24, 2010. Future online learning sessions will occur throughout the training; dates will be communicated in August, 2010. Those in training must have release time from their teaching responsibilities to fully participate in online learning.

Literacy coordinators must be prepared to attend all scheduled training sessions and be willing to adjust their personal and professional schedules accordingly.

TRAINING SITE PREFERENCE

If you have applied to more than one training site, please indicate the university site(s) by placing #1 next to your FIRST CHOICE of training site, and a #2 next to your second choice.

The Ohio State University Lesley University

Section 1: School District and Personnel Information

School District _____

Street Address _____

City _____ County _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

School District Website _____

The **Site Coordinator** is responsible for all fiscal matters and for implementation of Literacy Collaborative in the school.

Site Coordinator _____

Title/Position _____

Work Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

E-Mail _____

The **Primary Literacy Coordinator** is the person designated to lead the Primary Literacy Collaborative implementation at the school level. See Appendix I. **The Site Coordinator and the Literacy Coordinator must be different people.**

Literacy Coordinator _____

School _____

School Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

School E-Mail _____

Home Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

Home E-Mail _____

Current Teaching Assignment:

Expected Teaching Assignment for 2010-2011:

The school site where Literacy Collaborative will be implemented:

School _____

Principal _____

School Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

Please provide the following information about this school, based on expected 2010-2011 enrollments:

Total number of classrooms: K ____ 1st ____ 2nd ____

Grades in school: _____

Total school enrollment: _____

***If a Reading Recovery teacher is selected to train as a literacy coordinator, please note the following information:

During Year 1, the literacy coordinator may work as a Reading Recovery teacher as long as he/she teaches the literacy block in a primary classroom one half day IN ADDITION to his/her one-on-one work with Reading Recovery students. After Year 1, however, the literacy coordinator will not have sufficient time to fulfill the duties of both programs. Therefore, in subsequent years, the literacy coordinator cannot serve as a Reading Recovery teacher.

SAFETY NETS

Literacy Collaborative requires a safety net be in place for students who are at-risk of reading failure. Literacy Collaborative recommends that every school where Literacy Collaborative will be implemented has Reading Recovery services available for first grade students who are at-risk of reading failure. It also highly recommends Leveled Literacy Intervention (LLI), a small group intervention that aligns most closely with instructions in the classroom and instruction in Reading Recovery.

The school where Literacy Collaborative will be implemented: _____

Safety Net for K-2 at-risk students:

_____ Reading Recovery

List the name(s) of all Reading Recovery teachers who will serve at least four students in one-on-one Reading Recovery lessons each day during the 2010-2011 school year:

_____ Other

Provide name, description and grades appropriate:

Current enrollment: K _____; 1st _____; 2nd _____; 3rd _____

Anticipated enrollment for 2010-2011: K _____; 1st _____; 2nd _____; 3rd _____

COSTS for PRIMARY LITERACY COLLABORATIVE 2010-2011

Approximate totals for each year are listed below. Fees beyond Year 1 are projections and are subject to change.

| Fees paid to OSU | Year 1 Training | Year 2 Training & Implementation | Year 3 | Year 4 | Year 5 (and beyond) |
|---|-----------------|--|--------------------------|--------------------------|--------------------------|
| Instructional Fee (includes 9 quarter hours of Graduate credit...no fee waivers accepted): \$20,225 | \$20,225 | N/A | N/A | N/A | N/A |
| Materials Fee: \$4,000 | \$4,000 | N/A | N/A | N/A | N/A |
| Affiliation Fee* | \$260 | \$1,420 | \$1,420 | \$1,420 | \$1,420 |
| Trainer Consultant Fee: 3 days @ \$750/day for Year 2; 1 day @ \$750/day for Year 3 or after (if needed or requested) | N/A | \$2,250 (Fall & Spring; 1.5 days each) | \$750/day (if needed) | \$750/day (if needed) | \$750/day (if needed) |
| Approximate Fees Paid to OSU | \$24,485 | \$3,670 | \$2,170 | \$2,170 | \$2,170 |

Fee Worksheet 2010-2011

Please fill in funding source for each component listed below. If funding source is unknown print UD (undetermined).

| Fees paid to OSU | Year 1 Training | Year 2 Training & Implementation | Year 3 | Year 4 | Year 5 (and beyond) |
|---|-----------------|----------------------------------|--------|--------|---------------------|
| Instructional Fee (includes 9 quarter hours of Graduate credit...no fee waivers accepted): \$20,225 | | N/A | N/A | N/A | N/A |
| Materials Fee: \$4,000 | | N/A | N/A | N/A | N/A |
| Affiliation Fee* | | | | | |
| Trainer Consultant Fee: 3 days @ \$750/day for Year 2; 1 day @ \$750/day for Year 3 or after (if needed or requested) | N/A | | | | |

Related Expenses (will vary from school to school):

1. Release time for literacy coordinator professional development (35 training days within a 12-month training period beginning August, 2010; 6 days in Year 2 and beyond for continued professional development at OSU; and site visits as noted above);
2. OSU trainer travel expenses for site visit(s) (two days during Year 1; three days during Year 2; one day during Year 3 and beyond if needed); and
3. Literacy coordinator travel expenses (17 days for training at OSU within a 12-month training period beginning August, 2010; 6 days in Year 2 and after for professional development).**

N/A = Not Applicable

* Affiliation fee includes national and OSU affiliation, 6 days of professional development, information updates, and administrative support.

** For discounts on Columbus, OH area hotel and car rental, refer to <http://www.lcosu.org> or call 1-800-678-6486.

Note: Registration cancelled prior to the first training day is subject to a full refund. Registration cancelled on or after the first training day and before the end of the third training week will result in forfeiting affiliation fees and prorating instructional fees (Contact Dr. Sonny Whitehead at sonny@rrel.org). No refunds will be given after the end of the third week of training.

Section 2: Assurances

Directions: Please read the following assurances carefully and then obtain the appropriate signatures below.

Literacy Collaborative at The Ohio State University is a comprehensive approach to literacy instruction in all elementary grades. Literacy Collaborative highly recommends Reading Recovery as a one-to-one intervention for the most at-risk first grade readers. It also highly recommends Leveled Literacy Intervention (LLI), a small group intervention that aligns most closely with instruction in the classroom and instruction in Reading Recovery.

As a participant in Literacy Collaborative, _____
_____ (school district) agrees to the following commitments and assigns
_____ (site coordinator) to facilitate the fulfillment of these
responsibilities.

Participation in Literacy Collaborative requires long-term commitment and participation at a high level by virtually all staff members. Professional development, in-class coaching, and assessment of student achievement are hallmarks of the program. School staff members also conduct regular self-assessment of classroom and school implementation to document their progress. In this application, the school staff makes a commitment to an implementation period. See Appendix I.

The signature of the School Principal and the District Superintendent indicate that each:

- Has read this entire document;
- Approves of the application;
- Agrees to support the implementation of The Ohio State University Literacy Collaborative at the school listed on page 5;
- Intends for the district to comply with the assurances listed in this document;
and
- Understands the requirements/responsibilities as presented in Appendix I.

School Principal (*Please Print*) _____

Signature _____ Date _____

District Superintendent (*Please Print*) _____

Signature _____ Date _____

Part 1: Commitment—Literacy Coordinator & Administration

The success of The Ohio State University Literacy Collaborative depends on the commitment of the primary literacy coordinator to fully participate in both the intensive training at The Ohio State University and the guided meetings in the district and subsequent implementation of The Ohio State University Literacy Collaborative in their building/district. Please refer to “The Responsibilities of a Literacy Coordinator” in Appendix I.

I, the applicant, have read and understand the responsibilities of a Literacy Coordinator in The Ohio State University Literacy Collaborative as outlined in Appendix 1 of this document. I understand that I am committed to implementing this program with my district and at the school listed on page 4.

Literacy Coordinator

Print Name _____

Signature _____ Date _____

We, the district personnel, nominate and support the above applicant’s involvement in The Ohio State University Literacy Collaborative and agree to follow the requirements as outlined in Appendix I.

Building Principal

Print Name _____

Signature _____ Date _____

Site Coordinator (Person responsible for fiscal matters.)

Print Name _____

Signature _____ Date _____

District Superintendent

Print Name _____

Signature _____ Date _____

Part 2: Commitment—Building Staff

Successful implementation of The Ohio State University Primary Literacy Collaborative at your school depends upon an involved and committed staff. The members of the primary staff must clearly understand and be willing to participate in the on-going staff development associated with Literacy Collaborative. The Literacy Collaborative staff development program has four components:

- Literacy coordinators leading professional development for primary teachers during Year 2 (40 contact hours) followed by a 20-hour course in Year 3 and 10 hours per year in years 4 and beyond for in-depth study of reading and writing.
- Literacy coordinators coaching classroom teachers as they refine instructional practices.
- Classroom teachers videotaping and analyzing their teaching.
- Classroom teachers assisting in data collection.

Teachers must also agree to implement the Primary Literacy Collaborative Framework as appropriate for the students they are teaching. As a part of the application process, The Ohio State University Literacy Collaborative staff requests that those teachers who agree to participate in the staff development offered by the literacy coordinator and who agree to implement the Primary Literacy Collaborative framework sign below.

I, as a member of _____ Elementary School staff, clearly understand and willingly agree to support the implementation of Literacy Collaborative through my participation as outlined above.

Please type or print neatly.

Name of Staff Member

Position

Signature

Section 3: Literacy Coordinator Application

Note: Application requirements are:

- A minimum of three (3) years teaching experience at the primary grade level (K- 2); and
- A master's degree or its equivalent.

Please complete the following five parts of this form

Part 1:

- Name of literacy coordinator applicant: _____;

Part 2:

- Attach a complete **VITA** which must include educational background;

Part 3:

- Describe your **TEACHING EXPERIENCE:**

Part 4:

- Provide a **DESCRIPTION OF YOUR COURSE WORK IN READING/ LANGUAGE ARTS** (include number of undergraduate and graduate courses); and

Part 5:

- Describe your **LEADERSHIP EXPERIENCE**.
 - Emphasizing the strengths you have in working with adults.
 - Describe how these strengths will support you in providing leadership as a literacy coordinator within your building and district (i.e., awards/recognition for teaching, experiences with staff development programs, leadership positions in education or in related activities).

Appendix I: Responsibilities of a Literacy Coordinator

Year 1: Literacy Coordinator Training

1. Participate in 28 days of intensive training during the 2010-2011 academic year.
2. Enroll for nine (9) hours of graduate credit from The Ohio State University.
3. Attend and successfully complete assignments associated with training.
4. Videotape literacy lessons as assigned. Reflect on videotaped lessons and send/bring the videotapes and the written reflections to OSU.
5. Successfully complete all course work.
6. Implement The Ohio State University Literacy Collaborative Primary Framework in the same classroom for at least two and one-half hours per day, five days per week.
7. Collect and maintain data on children in accordance with The Ohio State University Literacy Collaborative guidelines for evaluation.

Year 2: Field Year

1. Attend seven (7) days of intensive training during the 2011-2012 academic year.
2. Develop and implement a long-term staff development program for primary grade teachers within one building.
 - a. During Years 2 and beyond, teach a course for **primary teachers** (40 contact hours during Year 2; 20 contact hours during Year 3; 10 contact hours during Years 4 and beyond); and
 - b. Arrange a schedule to coach all teachers who are members of the class.
3. Work with children in a regular classroom setting for at least two and one-half hours per day, five days per week, implementing Primary Literacy Collaborative framework.
4. Make presentations on the program to interested groups, including parents and the board of education.
5. Continue data collection and evaluation in accordance with the district and primary Literacy Collaborative guidelines.
6. Attend six days professional development sponsored by Literacy Collaborative at The Ohio State University.

Years 3 and beyond

- 1.** Continue staff development as described in the Literacy Collaborative Standards.
- 2.** Work with children on a daily basis implementing The Ohio State University Literacy Collaborative Framework.
- 3.** Continue data collection and evaluation in accordance with the district and The Ohio State University Primary Literacy Collaborative guidelines.
- 4.** Attend six days professional development sponsored by Literacy Collaborative at The Ohio State University each year following the training year.

For more specific information, please refer to the Literacy Collaborative Standards and Guidelines at www.lcosu.org.