

## Request for Qualifications (RFQ) Santa Cruz Reading Corps Literacy Coach

FIRST 5 Santa Cruz County (FIRST 5) is seeking applications for the position of Early Literacy Coach for the Santa Cruz Reading Corps. The Commission has authorized up to **\$45,000** for completion of work between August 15, 2014 and June 30, 2015.

If the Commission determines that no applicant meets the requirements of this RFQ, the Commission, at its sole discretion, reserves the right to reject all applications.

---

### Timeline

RFQ Released	June 5, 2014
<b>Applications Due to First 5 by 4:00 pm</b>	<b>June 23, 2014</b>
Review of Written Submissions	by June 27, 2014
Contractor Interviews (if needed)	by July 3, 2014
Notification of Intent to Award	by July 7, 2014
Contract Start Date	August 15, 2014

All dates of the Application review process are subject to change. If a significant date is changed, all known recipients of the original RFQ will be notified of the new date. In addition, information will be posted at [www.first5scc.org/strategic-plan-RFQ](http://www.first5scc.org/strategic-plan-RFQ)

**First 5 Santa Cruz County**  
**PO Box 1457, Capitola, CA 95010**  
**Telephone: (831) 465-2217**

## Santa Cruz Reading Corps Early Literacy Coach (FY 2014-2015 Contract Position)

### Summary of Position:

FIRST 5 Santa Cruz County (FIRST 5) is seeking applications for the position of Early Literacy Coach for the Santa Cruz Reading Corps.

Literacy coaching is a critical element to the success of Santa Cruz Reading Corps (SCRC) and its students. Under supervision, the Reading Corps Literacy Coach will be responsible for supporting Santa Cruz Reading Corps Tutors to embed the SEEDS of Early literacy strategies in the classrooms in which they serve. The Early Literacy Coach will accomplish this through coaching, assessment support, and collaboration with district and program staff.

### Background on FIRST 5:

The purpose of the California Children and Families First Act of 1998 (Proposition 10), locally named First 5 Santa Cruz County, is to create and implement a comprehensive, integrated system of information and services to promote, support, and optimize early childhood development and school readiness. Under the Act, each county is charged with the development of a comprehensive strategic plan guiding services and supports for children from prenatal to age five (0-5) and their parents and caregivers.

Santa Cruz Reading Corps is an initiative of First 5 Santa Cruz County, with the goal of supporting every child to become a successful reader by the end of 3<sup>rd</sup> grade.

#### AMERICORPS OVERVIEW

Santa Cruz Reading Corps is an AmeriCorps program located in Santa Cruz County. AmeriCorps is a national service program that engages Americans of all ages and backgrounds in solving community problems. Each year, AmeriCorps offers thousands of opportunities to serve through local and national nonprofit groups.

For more information about FIRST 5 and its programs, please visit [www.first5scc.org](http://www.first5scc.org)

For more information about Santa Cruz Reading Corps please visit: <http://first5scc.org/santa-cruz-reading-corps-0>

For more information about AmeriCorps please visit: <http://www.nationalservice.gov/programs/amicorps>

### Key Responsibilities

The Santa Cruz Reading Corps Literacy Coach will work with 10 Reading Corps Tutors in 12 State Pre-K sites in the Live Oak Unified School District and the Pajaro Valley Unified School District.

#### Key responsibilities at each site include:

- Set a daily schedule with the Reading Corps Tutor that includes the ability to serve 30 hours per week from September 1, 2014 through June 1, 2015
- Provide support to allow the member to develop professionally throughout the year, including inviting the member to participate in professional development opportunities at the service site and in the community, as well as support specific skill development in the field of Early Literacy.
- Observe, model, guide, and support Tutors during on-site visits using sensitive and encouraging relationship-based techniques
- Act as a resource for strategies and demonstrations for Tutors

- Conduct two coaching sessions in each classroom per month. Coaching session will include support and discussion with the Reading Corps member and teaching team in order to implement the Response to Intervention model, to review data and set goals
- Assist in the member's implementation of student literacy assessments (IGDIS/FAST)
- Conduct integrity observations of the student literacy assessments (three times / year) and interventions (monthly) used by the member to ensure fidelity to model
- Complete an Early Language and Literacy Classroom Observation (ELLCO) in the fall and spring at each site, in order to provide objective and specific feedback and suggestions to the Reading Corps Tutor and teaching team to improve the literacy environment during the year
- Ensure integrity to the Literacy Rich Schedule
- Support the Tutor in implementing the family literacy intervention, Raising a Reader
- Ensure the Tutor is accurately reporting student data, including assessment scores and demographic information by the deadline into the edSpring database.
- Consult with the Master Literacy Coach - Master Coach meets with the Literacy Coach and Tutors to do observations, conduct fidelity checks for assessment and interventions, and review student progress.
- Work closely with program staff and site administration to proactively address performance issues, if they arise. Tutors are expected to adhere to site policies and procedures regarding issues such as confidentiality, safety, dress code, attendance, etc.
- Complete a semi-annual online program survey, participate in semi-annual site visits with Reading Corps program staff and help in the site evaluation process in the Spring.
- Approve Tutor timesheets and complete Tutor performance evaluations
- Participate in special site visits to highlight and demonstrate the effectiveness of the Reading Corps program. These site visits may include media, legislators, corporations and other parties involved in funding.
- Participate in all required professional development trainings.
- Attend all Member Meet-ups and Reading Corps team meetings.
- Work collaboratively with Reading Corps program staff, district staff and Master Literacy Coach.
- Prepare all required paperwork, including forms and reports in an organized and timely manner.
- Participate in recruitment for the FY 2015-16 Santa Cruz Reading Corps team.

## Requirements

- B.A. degree, minimum, preferred in early childhood education, developmental psychology, education, sociology, or related field.
- Be trained in and have a working knowledge of the SEEDS of Early Literacy curriculum and Big 5 Literacy strategies
- 3-5 years of experience teaching in a classroom with children 3-5 years of age
- Must be able to positively interact with young children
- 2-3 years of experience mentoring and coaching adult learners
- Knowledge of Response to Intervention early literacy strategies
- Ability to attend mandatory trainings including:
  - Minnesota Reading Corps Summer Institute from August 18-22, 2014 inclusive of travel days (travel, hotels, food and conference fee paid separately by First 5).
  - Santa Cruz Reading Corps SEEDS training with Kate Horst, Sept 9-11<sup>th</sup>, 2014. (8 hours each day)
- Ability to work a minimum of 30 hours per week from September 1, 2014 – June 15<sup>th</sup> 2015.
- Strong ability to work independently and under direction.
- Strong interpersonal, problem-solving and communication skills.
- Strong organizational skills and careful attention to detail.
- Skillful in use of Microsoft Suite (i.e. Word and Excel) and inputting data into web-based database systems (edSpring for data and iemployee for timesheet approval – specific training will be provided).

## Term and Salary

**TERM:** This is a contracted position beginning August 15, 2014 through June 30, 2015

**COMPENSATION AND TERMS OF PAYMENT:**

This is an independent contractor position. Contractor shall provide the services of the Reading Corps Literacy Coach and shall be reimbursed in 10 equal monthly payments of \$4500 upon receipt of a monthly invoice for professional services.

This contract shall not exceed \$45,000

Mileage to and from Reading Corps sites will be reimbursed at a rate of .565/mile.

## Work Environment

- Travel throughout Santa Cruz County
- Possession of a valid California driver's license, car insurance and a reliable means of transportation.
- Provide own computer
- Pass a criminal background check (i.e. LiveScan) and TB test

## Submission Instructions

Applicants must submit the following:

- 1) Cover Letter
- 2) Resume
- 3) 2 professional references

## Notice

This position may be changed or cancelled at any time. Additional information and/or clarification may be requested from any or all applicants. All submittals and applications become the property of FIRST 5.

