Ohio | Department of Education

Appendix A: Project Assurances

PARTNER ASSURANCES – SCHOOL LITERACY CONSULTANT PROJECT

A School Literacy Consultant is a school-embedded literacy content expert who provides professional development and coaching to classroom teachers across the curriculum in support of their students' reading and writing development. In support of this work, the Ohio Department of Education's Office of Literacy will provide funds to assist targeted schools in hiring School Literacy Consultants. In order to ensure the success of the project, all stakeholders must agree to the assurances outlined below.

The District Leadership *agrees to:*

- Employ one full-time school-embedded consultant (half-time for the GEAR UP project) for each targeted building who meets the hiring requirements for the School Literacy Consultant role. The district will make every effort to employ School Literacy Consultants within thirty days of acceptance of assurances.
- Provide funding for required travel expenses and technology for School Literacy Consultant to fulfill state-sponsored roles and responsibilities.
- Provide School Literacy Consultant with access to appropriate district and building level data.
- Participate in additional meetings as appropriate and/or as requested by the Ohio Department of Education, Office of Literacy.

The Building Leadership *agrees to:*

- Assume a leadership role in school wide literacy efforts designed to meet the needs of all learners, both students and teachers.
- Assist in recruitment of teachers to participate in the professional development facilitated by the School Literacy Consultant.
- Ensure that logistics are aligned and reasonable resources are available for School Literacy Consultants to fulfill state-sponsored roles and responsibilities.
- Provide release time for the School Literacy Consultant to participate in out-of-district professional development training sessions (approximately two days a month).
- Facilitate a supportive culture for the School Literacy Consultant and teachers in the project, including participating with teachers in regularly scheduled state-sponsored professional development.
- Meet weekly with the School Literacy Consultant to communicate accomplishments and identify areas for improvement.
- Participate in monthly meetings as appropriate and/or as requested by the Ohio Department of Education, Office of Literacy.
- Include the work of the School Literacy Consultant within the building level plan of the CCIP.
- *Specific to Reading First project:*
    - Utilize the district's Reading First sustainability plan to guide professional development.

Ohio | Department of Education

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The School Literacy Consultant *agrees to:*

- Collaborate with the Ohio Department of Education's Office of Literacy, or its designee to determine appropriate state-sponsored professional development interventions (e.g., eLearning, Literacy Leadership Teams, coaching, etc.).
- Assume a leadership role in school-wide literacy efforts designed to meet the needs of all learners, both students and teachers.
- Participate in state-sponsored professional development training sessions (approximately 2 days a month) with the Ohio Department of Education's Office of Literacy, or its designee.
- Provide state-sponsored professional development in literacy curriculum, assessment, and instruction for school administrators, teachers, and paraprofessionals.
- Assist with research and evaluation activities including the collection and management of data (including grant impact) as directed by the Ohio Department of Education, Office of Literacy.
- Meet weekly with school principal to communicate accomplishments and identify areas for improvement.
- Ensure literacy implementation and impact data are entered into STARS.
- Participate in additional meetings as appropriate and/or as requested by the Ohio Department of Education, Office of Literacy.

The Building Teachers *agree to:*

- Participate in state sponsored professional development and coaching as provided by the School Literacy Consultant to improve teaching and learning.
- Participate in state-sponsored professional development and research activities within project guidelines as designed by the Ohio Department of Education, Office of Literacy.