

Application for the Utah State Board of Education K-12 Literacy Specialist Endorsement

This endorsement may be attached to a current Professional Educator License with an Elementary, Secondary, or Special Education area of concentration. In order to apply for this endorsement a candidate must meet the following **pre-requisites**:

5 years of K-12 classroom teaching experience in literacy or equivalent

Experience providing instruction and professional learning to adult educators

At least 1-year of Full-Time Employment in the Utah public education system (K-

12)



How to earn a K-12 Literacy Specialist Endorsement

All coursework must be approved by USBE and completed within the past 6 years with a B- or higher grade. How to earn each area is provided below in the requirement areas.

Requirement Areas

Requirement Area #1: Foundational Knowledge

Requirement Area #2: Curriculum and Instruction

Requirement Area #3: Assessment and Evaluation

Requirement Area #4: Diversity and Equity

Requirement Area #5: Professional Learning and Leadership

Requirement Area #6: Practicum/Clinical Experiences

If Taking University Courses Approved by USBE:

1. Courses are to be graduate level and at least 3 credits.
2. Courses are to be taken within six (6) years of the date of this application.
3. University courses are reviewed and approved by agreement with USBE.
4. Applicants must earn a B- or higher in the course(s) taken.

Submitting the Application

For electronic transcript: Attach original transcript(s). Original transcripts with courses highlighted are preferred. They do not need to be in a sealed envelope but must be on the college/university transcript paper. Photocopies will not be accepted. We will accept electronic transcripts only if they are sent directly from the college/university through a transcript clearinghouse to transcripts@schools.utah.gov. Please make a note on the application that your transcripts have been sent electronically to USBE. Electronic transcripts should be emailed before you submit your endorsement application.

*Note: All documentation of this endorsement must be kept for 2 years.

1. ____ This application for endorsement
2. ____ Proof of completion of prerequisites
3. ____ Transcripts (if necessary)
4. ____ Evidence of competencies for each requirement area

For questions about this endorsement contact: sara.wiebke@schools.utah.gov.

Mail to:

USBE Licensing

250 East 500 South

P.O. Box 144200

Salt Lake City, UT 84114-

DRAFT

Requirements to earn the Utah State Board of Education K-12 Literacy Specialist Endorsement

Requirement Area #1: Foundational Knowledge	Evidence of competencies:
<p>Area #1 Competencies:</p> <p>Demonstrate knowledge of the major theoretical, conceptual, historical, and evidence-based foundations of literacy and language; knowledge of effective schoolwide professional learning; knowledge base for developing, implementing, and evaluating school- or district wide literacy programs, pre-K through grade 12; knowledge of the integral role of the literacy specialist/coordinator/supervisor.</p> <p>Demonstrate knowledge of major theoretical, conceptual, historical, and evidence-based components and processes of literacy (phonological awareness, phonics, vocabulary, fluency, comprehension, writing, oral language) from pre-K through grade 12, including connections and potential integration for literacy learning, including in the academic disciplines (i.e. disciplinary literacy).</p> <p>Demonstrate knowledge of theoretical, conceptual, historical, and evidence-based components of language (e.g., language acquisition, structure of language, conventions of standard English, vocabulary acquisition and use, speaking, listening, viewing, visually representing) and its relationships with other aspects of literacy.</p>	<p>Choose one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University Coursework (transcripts attached) <input type="checkbox"/> Microcredential Stacks or Bundles (proof of badge attached) <input type="checkbox"/> Master’s or Doctorate in Literacy (degree attached) <input type="checkbox"/> Certifications (i.e. LETRS Units 1-8, Certified Academic Language Practitioner (CALT), Orton Gillingham, and Step by Step Learning Competencies 1-6 (SBSL))(certificates attached)

Requirement Area #2: Curriculum and Instruction	Evidence of competencies:
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Area #2 Competencies:

Evaluate and lead the review, implementation, and evaluation of LEA/school-wide literacy curriculum and instructional practices.

Lead LEA/school-wide literacy curriculum efforts and analyze needs assessments resulting in an action plan and goals that provides for horizontal and vertical alignment, is comprehensive and evidence based, provides for ongoing evaluation, and is aligned with LEA and state standards.

Collaborate, lead, coach, and support LEA/school-wide literacy instructional efforts to develop, implement, and evaluate and ensure usage of evidence-based literacy practices and curriculum across classrooms and in academic disciplines, pre-K through grade 12.

Select, adapt, teach, implement, and evaluate evidence-based, supplemental, and intervention/extension approaches and programs; such instruction is explicit, intense, and provides adequate scaffolding to meet the literacy needs of individual and small groups of students, especially those who experience difficulty with reading and writing.

Advocate for and lead efforts in literacy initiatives that improve student learning, including the review of literacy curricula and instructional practices that are inclusive, differentiated, and socially, culturally, and linguistically responsive.

Develop, lead, and evaluate LEA/school-wide opportunities to differentiate instruction to meet the developmental needs of all learners; develop with colleagues programs that incorporate a variety of digital and print materials that engage and motivate all learners; create policy and support the appropriate, safe, and effective integration of digital technologies in literacy programs; foster a positive climate that supports a literacy rich learning environment.

Choose one:

- University Coursework (transcripts attached)
- Microcredential Stacks or Bundles (proof of badge attached)
- Master's or Doctorate in Literacy (degree attached)
- Experience as a district-/charter-level Literacy Specialist, Literacy Coordinator, or Literacy Director, or Literacy Coach for at least 3 years (proof of employment form below)

Requirement Area #3: Assessment and Evaluation

Evidence of competencies

<p>Area #3 Competencies:</p> <p>Provide leadership for developing and evaluating a LEA/school-wide comprehensive assessment system to inform and evaluate LEA/school-wide instruction, including interventions; facilitate discussions to interpret and analyze data patterns; design and facilitate improvement initiatives with appropriate professional learning experiences; communicate LEA/school-wide assessment results and advocate for appropriate literacy practices.</p> <p>In collaboration with colleagues, develop, monitor, and evaluate a LEA/school-wide comprehensive language and literacy assessment system to improve curriculum, instruction, and student learning; monitor gaps and/or redundancy across assessments and adjust the assessment system accordingly.</p> <p>Collaborate, lead and facilitate discussions with administrators, teachers, and other stakeholders to interpret, analyze, and use data for decision making about student assessment, instruction, intervention, extension, and evaluation to develop recommendations for improving student learning LEA/school-wide.</p> <p>Participate in and lead professional learning experiences and initiatives to assist teachers in selecting, administering, analyzing, interpreting assessments, goal setting, and using results for instructional decision making in classrooms and schools.</p> <p>Communicate with, seek input from, and explain LEA/school-wide assessment results to stakeholders such as teachers, administrators, families, community leaders, and policymakers and advocate for effective literacy practices and programs.</p>	<p>Choose one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University Coursework (transcripts attached) <input type="checkbox"/> Microcredential Stacks or Bundles (proof of badge attached) <input type="checkbox"/> Experience as a district-/charter-level Assessment Coach, Assessment Specialist, Assessment Coordinator, or Assessment Director for at least 3 years (proof of employment form below) <input type="checkbox"/> Experience as a district-/charter-level Literacy Specialist, Literacy Coordinator, or Literacy Director, or Literacy Coach for at least 3 years (proof of employment form below)
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Requirement Area #4: Diversity and Equity	Evidence of competencies
<p>Area #4 competencies:</p> <p>Apply foundational knowledge to lead and guide LEA/school-wide efforts to advance diversity and equity; promote self-reflection by personnel about the effect of culture, beliefs, and potential biases on literacy instruction; develop, organize, and lead professional learning experiences related to diversity for staff; advocate for change in education practices and institutional structures that are inherently biased or prejudiced.</p> <p>Demonstrate foundational theories about diverse learners, equity, and culturally responsive instruction to lead LEA/school-wide efforts to advance diversity and equity.</p> <p>Engage with district-wide personnel in self reflection about the effect of culture, beliefs, and potential biases on literacy instruction and how to create school environments and instructional experiences that are culturally and linguistically relevant and socially just.</p> <p>Develop, organize, and lead professional learning experiences that assist school personnel in transforming and creating diverse learning experiences for students that reflect their language and culture</p>	<p>Choose one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University Coursework (transcripts attached) <input type="checkbox"/> Microcredential Stacks or Bundles (proof of badge attached) <input type="checkbox"/> K-12 Admin. License (license attached) <input type="checkbox"/> English as a Second Language (ESL) Endorsement (proof of license with endorsement attached) <input type="checkbox"/> Professional TESOL Certificate (Teaching English to Students of Other Languages) (certificate attached) <input type="checkbox"/> Experience as a district-/charter-level Title 1 Coordinator/Director for at least 3 years (proof of employment form below)

<p>throughout the grades and in the academic disciplines and link school, home, community, and family literacy practices.</p> <p>Advocate for equitable change in societal practices and institutional structures that are inherently biased or prejudiced against certain groups and construct strong and ongoing school, community, and family relationships.</p> <p>Develop, lead, and collaboratively evaluate literacy plans to ensure that they meet the developmental needs of all learners, (e.g., English learners, those with difficulties learning to read, the gifted), taking into consideration physical, social, emotional, cultural, and intellectual factors.</p>	
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Requirement Area #5: Professional Learning and Leadership	Evidence of competencies
<p>Area #5 competencies:</p> <p>Demonstrate the ability to be reflective literacy professionals, who apply their knowledge of adult learning to coordinate ongoing LEA/school-wide literacy improvement efforts; lead curriculum review and change efforts; design, facilitate, and coordinate effective professional learning experiences; advocate for and coordinate innovative and sustainable improvement efforts that address the context-specific needs of the local community.</p> <p>Demonstrate the ability to reflect on their professional practices and are critical consumers of research, policy, and practice.</p> <p>Demonstrate knowledge about effective schoolwide professional learning, adult learning theory, leadership, and an understanding of how policy at the local, state, and national levels affects literacy programs.</p> <p>Design, facilitate, and coordinate effective professional learning experiences that lead to the development, implementation, and evaluation of LEA/school-wide literacy programs.</p> <p>Demonstrate knowledge of and can critique research about evidence-based models of school reform and improvement and the implementation and evaluation of comprehensive LEA/school-wide literacy programs, pre-K through grade 12.</p>	<p>Choose one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University Coursework (transcripts attached) <input type="checkbox"/> Microcredential Stacks or Bundles (proof of badge attached) <input type="checkbox"/> Experience as a district-/charter-level Literacy Specialist, Literacy Coordinator, or Literacy Director for at least 3 years (proof of employment form below)

Requirement Area #6: Practicum/Clinical Experiences	Evidence of competencies
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Area #6 competencies:

Complete supervised, integrated, extended practica/clinical or experiences that include developing and evaluating LEA/school literacy needs, literacy frameworks, evidence-based intervention system, and a coherent assessment system. Practicum experiences also include developing and leading LEA/school-wide professional learning efforts and literacy initiatives involving families and communities; supervision includes observation and ongoing feedback by qualified supervisors.

Collaborate with educators to assess students' literacy strengths and needs, develop literacy intervention plans, implement instructional plans, create supportive literacy learning environments, and assess impact on student learning.

Collaborate with and coach peers and experienced colleagues to develop, reflect on, and study their own and others' teaching practices.

In collaboration with other leaders, develop and lead LEA/school-wide professional learning efforts and literacy initiatives.

Demonstrate knowledge of the historical and evidence-based foundations related to the role of the literacy specialist/coordinator/supervisor.

Receive supervision, including observation (e.g. in-person, computer assisted, or video analysis) and ongoing feedback during their practicum/clinical experiences by supervisors who understand literacy processes and the role, have literacy content knowledge, understand literacy assessment and evidence-based instructional strategies and, preferably, have experience as literacy specialist/coordinator/supervisor.

Choose one:

- University Coursework (transcripts attached)
- Microcredential Stacks or Bundles (proof of badge attached)
- Experience as a district-/charter-level Literacy Specialist, Literacy Coordinator, or Literacy Director for at least 3 years (proof of employment form below)

Prerequisite Area (to be filled out by District/Charter Human Resources (HR) personnel)

I, _____, have reviewed _____'s file to ensure that they meet the following prerequisite areas to apply for the K-12 Literacy Specialist Endorsement.

- Current professional license Elementary, Secondary, or Special Education
- 5 years of classroom teaching experience in literacy or equivalent
- Experience providing instruction and professional learning to adult educators
- At least 1-year Full-Time Employment in the Utah public education system (K-12)

District/Charter HR Personnel Signature

Date

Proof of Employment Form as listed in requirement areas 2-6 (to be filled out by District/Charter Human Resources (HR) personnel)

I, _____, have reviewed _____'s file to ensure that they meet the following requirement area(s) to apply for the K-12 Literacy Specialist Endorsement.

- Experience as a district-/charter-level Literacy Specialist, Literacy Coordinator, or Literacy Director for at least 3 years
- Experience as a district-/charter-level Literacy Coach for at least 3 years
- Experience as a district-/charter-level Title 1 Coordinator/Director for at least 3 years
- Experience as a district-/charter-level Assessment Coach, Assessment Specialist, Assessment Coordinator, or Assessment Director for at least 3 years
- Other: Combination of these roles (i.e. 1 year as a Literacy Specialist and 2 as a Literacy Director). List the details here:

District/Charter HR Personnel Signature

Date