

Reading Research to Classroom Practice District Instructor Process and Requirements

Aspiring Reading Research to Classroom Practice Instructors are responsible for documenting completion of Levels 1 and 2. Documentation examples include: CEUs, signatures, trainer e-mails, completed assignments, and assignment feedback. **All tasks must be completed in sequence. Unless there are extenuating circumstances (e.g., illness, maternity leave), the complete process to become an RRtCP Instructor should be completed within 2 years.**

Level 2 Reading Research to Classroom Practice must be a State Level Course

1. Complete Level 1 (4.0 CEUs):

- This may be a State level OR LEA level professional development
- Participate in all 5 days (100% attendance)
- Complete all Level 1 reading assignments and Learning Tasks
- Score at least 90% on Post Survey. If score is lower than 90%, you may re-take the Post Survey at the Level 2 professional development

2. Complete Letter of Intent:

- Include all required signatures
- Send completed document to your DPI Literacy Consultant
- DPI Literacy Consultant will contact you with next steps.

3. Complete Level 2 with State DPI Consultant or Regional Coach (4.5 CEUs)

- This must be a State Level professional development whereas a DPI Literacy Consultant and/or Regional Coach delivers 50% or more of the course content.
- Instructor of course must be different than the instructor of your Level 1 course
- Participate in all 5 days (100% attendance)
- Successfully complete Level 2 reading assignments and Learning Tasks. Learning tasks will be scored by DPI Literacy Consultant
- Score at passing criteria on all Level 2 Learning Tasks
- Score at least 90% on a different form of the Level 1 Post Survey **IF** original score was below 90%.

4. Reading Research to Classroom Practice Instructor Assessment:

- Contact your Regional DPI Literacy Consultant after completion of Level 2 RRtCP to schedule your Instructor Assessment. Assessment administrations will be offered quarterly at a central location.
- Pass Instructor Assessment based on established cut-score
 - Do not schedule a district level RRtCP prior to receiving confirmation of passing the assessment- See Recommendations to LEAs
 - You will have only 2 attempts to pass the Instructor Assessment

5. Training of Instructors- Day 1:

- Attend Day 1 Session: Receive Instructor materials; assignment of video reflection task
- Schedule two observations with DPI Literacy Consultant. Conference with your DPI Literacy Consultant about best practices for completing this requirement.

6. Complete Two DPI observations:

- Participate in all 5 days (100% attendance). This may be a State Level or LEA level professional development
- Complete 2 observations on 2 different dates
- Observations should be covering the content of Units 2-8; present different content each observation

- Each observation will last between 2- 2.5 hours, please plan to present for that amount of time independently

7. Complete video-taped self-observation and reflection questions:

- Video tape yourself while instructing for at least one hour of footage (this must be done after formal DPI observations have been done and feedback has been received)
- Review video and complete self-observation form and reflection questions
- Provide video (in DVD or flash drive formats) and completed self-observation form and reflection questions to literacy consultant (by mail or hand delivery).

8. Training of Instructors – Day 2:

- Attend the Training of Instructors (TOI) Day 2 session.
- Participants will present 15 minutes of content and receive feedback from peers
- Certification as Reading Research to Classroom Practice Instructor will be complete at the close of TOI – Day 2

NOTE:

- **Expectation that Instructor has a deep understanding of all content/units and is able to deliver the course in its entirety**
- **Level 1 and Level 2 Reading Research to Classroom Practice Instruction may not be presented by the same instructor.**
- **Level 2 Learning Tasks must be scored by a DPI consultant.**

Recommendations to LEA's:

- If you are developing your first instructor(s) within your LEA, arrange for your aspiring instructor to work with a certified instructor. Please discuss this scenario with your DPI Literacy Consultant if you are having difficulty finding a certified instructor to partner with.
- Contact a DPI Literacy Consultant if you are considering more than one aspiring instructor for observations during one RRtCP course.
- Space out training on days 2-4 so the aspiring instructor(s) being observed have time to reflect upon feedback provided by observing consultant.

DPI Literacy Consultant Contact Information:

Northeast:	Bridget Bilbro- bridget.bilbro@dpi.nc.gov
Southeast:	Beth Gilchrist- beth.gilchrist@dpi.nc.gov
North Central:	Melissa Towery- Melissa.towery@dpi.nc.gov
Sandhills:	Laura Dendy- laura.dendy@dpi.nc.gov
Piedmont:	Doria Sullivan- Doria.sullivan@dpi.nc.gov
Southwest:	Vacant: Contact Paula Crawford- paula.crawford@dpi.nc.gov
Northwest:	Melanie Sharpe- Melanie.sharpe@dpi.nc.gov
Western:	Laura Marsden- laura.marsden@dpi.nc.gov