Office of Elementary Education and Reading

Portfolio Application Checklist for Recruitment of

MDE Literacy Coach Positions (2018-2019)

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|  | **Portfolio Application Checklist** |
| Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Note:*** *This checklist should be the first page of the electronic file (PDF) sent to the MDE at* [*literacy@mdek12.org*](mailto:literacy@mdek12.org)*.* | |
|  | Copy of completed portfolio checklist |
|  | Letter of interest  Copy of current Mississippi Educator’s License (unofficial copy is acceptable) |
|  | Resume′/Vita that includes the following:   * Name, mailing address * Two (2) phone numbers * Email address * Years of experience * Professional background * Education * Professional Activities |
|  | Two (2) signed letters of reference that address applicant’s qualifications for this position |
|  | Example of one (1) professional development presentation designed **and/or** delivered addressing the components of literacy instruction (include PowerPoint presentation -2 slides per page) |
|  | Example of teaching and/or coaching practice (i.e., a lesson plan addressing three or more of the components of reading **or** a conferencing artifact including targeted instructional coaching in the components of reading) |
|  | All documents saved as one (1) PDF file |