

LITERACY SPECIALIST (K-12) ENDORSEMENT

Application for the Utah State Board of Education

APPLICANT INFORMATION

Name: _____ CACTUS ID#: _____

E-mail: _____

PURPOSE

This endorsement, when attached to a current Educator License with Elementary, Secondary, or Special Education area of concentration, verifies one has the requisite competencies to work as a literacy specialist/coordinator/director in public schools/districts/charters.

ENDORSEMENT REQUIREMENT AREAS

PREREQUISITES: I have met ALL of the following minimum requirements and attached the [HR Experience Prerequisite Form required](#), filled out and signed by HR personnel:

- Current professional license in elementary, secondary, or special education
- 5 years of K-12 classroom teaching experience in literacy or equivalent
- 50 hours of experience delivering professional learning in the K-12 setting to adult educators
- 1 year of full-time employment in the Utah public education system (K-12)

In which of the following roles do you have at least 3 years of experience? *This experience is NOT required but is one way to demonstrate competency for some requirement areas.* Attach the [Proof of Employment Form required](#), filled out and signed by HR personnel if you are marking experience as your competency area:

***NOTE: IF WORKING IN THE DAVIS SCHOOL DISTRICT, AN ELA COORDINATOR IS A COACH EXPERIENCE.**

- District/charter Literacy Specialist/Coordinator/Director
- District/charter Literacy Coach
- District/charter Title 1 Coordinator/Director
- District/charter Assessment Coach/Specialist/Coordinator/Director
- Combination of the above roles (e.g., 1 year as Literacy Coach and 2 years as

Literacy Director)

NOTE: Only one demonstration of competency needed per requirement area.

1. Foundational Knowledge

University Course (2023 or newer) – attach transcript

University: _____ Course code: _____

Course name: _____ Year: _____ Grade: _____

Master’s Degree or Doctorate in Literacy (2020 or newer) – attach transcript

University: _____

Degree: _____ Year: _____

Literacy Certification: LETRS 3rd Ed., LETRS 2nd Ed., CALT, or Orton-Gillingham - attach certificate of completion (online and live sessions)

Certification: _____ Date: _____

2. Curriculum and Instruction

University Course (2023 or newer) – attach transcript

University: _____ Course code: _____

Course name: _____ Year: _____ Grade: _____

Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

○ Literacy Specialist/Coordinator/Director Experience

○ Literacy Coach Experience

3. Assessment and Evaluation

University Course (2023 or newer) – attach transcript

University: _____ Course code: _____

Course name: _____ Year: _____ Grade: _____

Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

○ Literacy Specialist/Coordinator/Director Experience

○ Literacy Coach Experience

○ Assessment Coach/Specialist/Coordinator/Director Experience

4. Diversity and Equity

University Course (2023 or newer) – attach transcript

University: _____ Course code: _____

Course name: _____ Year: _____ Grade: _____

Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

○ Title 1 Coordinator/Director Experience

5. Professional Learning and Leadership

- University Course (2023 or newer) – attach transcript*
University: _____ Course code: _____
Course name: _____ Year: _____ Grade: _____
- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)*
 - Literacy Specialist/Coordinator/Director Experience*

6. Practicum/Clinical Experience

- University Course (2023 or newer) – attach transcript*
University: _____ Course code: _____
Course name: _____ Year: _____ Grade: _____
- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)*
 - Literacy Specialist/Coordinator/Director Experience*

***NOTE:** IF WORKING IN THE DAVIS SCHOOL DISTRICT, AN ELA COORDINATOR IS A COACH EXPERIENCE.

APPLICATION SUBMISSION

Please submit application online in the Utah Educator Licensing Application system, [Survey Monkey Apply](https://usbelicensing.smapply.us) (<https://usbelicensing.smapply.us>)