

**Mississippi Department of Education (MDE)
Office of Elementary Education and Reading
Educator in Residence (EIR) Literacy Coach Positions (2018-2019)
Frequently Asked Questions**

Will the salary be adjusted for experience or National Board certification? The salary for coaches is set at approximately \$55,000, regardless of National Board status or other experience.

Can PERS retirees apply for a position? Yes. Retirees may apply for positions through the Request for Applications (RFA) process for contract workers.

Will individuals have to relocate? MDE literacy coaches will not have to relocate, but they will travel to schools in their assigned region of the state. Some overnight travel may be required.

What about travel and related expenses? While school assignments will impact travel distance, every effort will be made to assign schools in such a way as to minimize travel costs. Travel costs (mileage, lodging, etc.) will be reimbursed in accordance with MDE travel policy. *Note: Extensive in-state travel may be required.*

Will individuals selected as literacy coaches continue to work exclusively in their current district? Literacy coaches will not continue to work exclusively in their current district. Literacy coaches will not necessarily serve a single school or district, but will travel to schools within a region as assigned.

Will individuals selected as literacy coaches remain employed by a local school district? While Educators in Residence (EIR) will remain employees of local school districts, they will be working full-time as literacy coaches for the MDE. The MDE will award grants to local districts to pay salaries of EIR personnel, as selected by the MDE.

What will be the length of the annual contract for literacy coaches? It is anticipated that individuals selected for the literacy coach positions will work 210 days annually. Daily hours will vary, depending on the schedules of assigned schools.

What will be the length of the annual contract for PERS retirees serving as MDE literacy coaches? It is anticipated that retirees selected for a literacy coach position will not work more than half-time (105 days annually) in accordance with the rules and regulations as determined by PERS. Daily hours will vary, depending on the schedules of assigned schools. Out-of-state retirees may be considered for full-time, contractual employment.

Can a school district apply to receive a literacy coach? No. Literacy coaches will be assigned to schools, based upon need, in accordance with the *Literacy-Based Promotion Act* [Senate Bill 2347 (2013)].

What components should be included in the portfolio? The portfolio application should consist of the following components: resume; letter of interest; copy of Mississippi Educator's license; two (2) signed letters of reference that address the applicant's qualifications for this position; and, an example of a professional development presentation designed and/or delivered addressing literacy instruction or an example of teaching and/or coaching practice addressing three (3) or more components of reading (See Portfolio Checklist). *Note: The portfolio application checklist and its components should be submitted as one (1) PDF to literacy@mde.k12.ms.us. Applications containing multiple attachments will not be considered.*

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How will applicants be notified of their application status? Due to the overwhelming interest in the literacy positions, every applicant will not be notified. After an initial review of portfolios, the MDE will contact only selected applicants. It is anticipated that this process will take several weeks.

Who should applicants contact regarding the hiring process? All questions should be sent to literacy@mdek12.org.