

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 after completion of the RRtCP Level 2 course. *Effective for those beginning the process November 1, 2021.**

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 PSU/LEA level, traditional or blended format
- Participate in all modules and live days (100% attendance) based on the format in which you are participating
- 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
- If your Level 1 was blended, the Level 2 must be the traditional and vice versa
- Instructor of course must be different than the instructor of your Level 1 course
- Participate in all modules and live days (100% attendance) based on the format in which you are participating
- 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 PSUs/LEAs
 - You will have only 2 attempts to pass the Instructor Assessment

5. Training of Instructors- Day 1:

- Complete Pre-Day 1 module assignments in Canvas course
- Attend Day 1 Session: Receive Instructor materials; assignment of video reflection task
- Return to Canvas course and complete the post-Day 1 module assignments
- 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 modules and live days (100% attendance) based on the format in which you are participating
- This may be a State Level or PSU/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 self-observation and reflection questions:

- Video 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

8. Training of Instructors – Day 2:

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

9. Training of Instructors – Blended (Optional Certification):

- Complete asynchronous online TOI Blended course
- Certification as Reading Research to Classroom Practice Instructor for the blended format will be achieved after successfully completing all modules in the TOI Blended course

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 PSUs/LEAs:

- If you are developing your first instructor(s) within your PSU/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 with whom to partner
- 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 & Southeast:	Bridget Bilbro - bridget.bilbro@dpi.nc.gov
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