

## **Request for Proposal**

### **English Language Coach for East Rutherford School District**

**Introduction:** The East Rutherford School District is seeking proposals from qualified individuals or firms to provide English Language coaching services to our district. The purpose of this Request for Proposal (RFP) is to identify a highly qualified and experienced English Language Coach who can help us improve the English Language Arts Curriculum and provide personalized professional development to teachers.

**Scope of Services:** The ELA Coach will provide personalized professional development to teachers in K-8. The coach will be responsible for designing and delivering professional development sessions that align with the district's English Language Arts Curriculum. The coach will also be involved in the writing, revision, and implementation of the curriculum. The scope of services includes but is not limited to the following:

Designing and delivering professional development sessions that focus on the following:

- Strategies for teaching English Language Arts
- Techniques for enhancing reading comprehension skills
- Best practices for writing instruction
- Strategies for teaching English Language Learners
- Knowledge of Balanced Literacy is required
- Knowledge of Phonics First and Words Their Way is required
- Knowledge of New Jersey Student Learning ELA Assessment strategies, interventions and resources is required
- Providing individual coaching and support to teachers in K-8 in the following areas:
  - Lesson planning and delivery
  - Curriculum development and alignment
  - Classroom management and organization
  - Assessment and evaluation
- Collaborating with district administrators and teachers to develop and implement the English Language Arts Curriculum that aligns with the state standards and meets the needs of all students.

**Proposal Requirements:** The proposals should contain the following information:

- Qualifications and experience of the English Language Coach, including education, certification, and relevant experience.
- A detailed description of the proposed services, including the scope of services, timeline, and approach to achieving the objectives.
- A list of references with contact information.
- Proposed cost and fee schedule.

Any additional information that the proposer deems necessary to demonstrate their qualifications and suitability for the project.

**Timeline:** Proposals should be submitted by August 1st, at 12 a.m. Late submissions will not be considered. The evaluation process will take place during the first week of August, and the successful proposer will be notified by August 15, 2023. The contract is expected to begin on September 1, 2023, and will continue through June 30, 2024, with an option to renew for an additional year based on performance and availability of funds.

**Submission:** Proposals must be submitted in electronic format to the following email address: **s.kingdobson@erboe.net** If you have any questions, please contact us at the same email address.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the English Language Coach.
- Proposed approach and methodology for achieving the objectives.
- Demonstrated ability to deliver similar services.
- Proposed cost and fee schedule.

The East Rutherford School District reserves the right to accept or reject any proposal and to waive any informalities or irregularities in the proposals received. The district also reserves the right to negotiate with any proposer or proposers.