

## Request for Proposal (RFP)

### Reading Interventionist for East Rutherford School District

The East Rutherford School District is seeking a qualified and experienced reading interventionist to provide support and intervention for students who are dyslexic and present with other reading difficulties during the 2023-2024 school year. The successful candidate must be Wilson, Orton Gillingham, or Project Read certified and hold a master's or higher degree in reading. The interventionist will provide individual and small group reading instruction, conduct assessments to determine reading levels and progress and collaborate with teachers and other professionals to develop and implement effective reading strategies.

**Scope of Service:** The reading interventionist will provide the following services:

- Individual and small group reading instruction to students who are dyslexic and present with other reading difficulties.
- Assessment of students' reading levels and progress using appropriate diagnostic tools.
- Developing and implementing effective reading strategies with teachers and other professionals.
- Regular progress monitoring and reporting to parents and teachers.
- Professional development for teachers and other professionals on best practices for supporting students with dyslexia and other reading difficulties.

**Proposal Requirements:** Interested parties should submit a proposal outlining their qualifications, experience, and approach to reading intervention. The proposal should include:

- Cover Letter: A brief introduction to your proposal, including your experience and qualifications for the role.
- Resume/CV: A copy of your current resume or CV outlining your education and professional experience.
- Certifications: Proof of Wilson, Orton Gillingham, or project read certification.
- References: A list of three professional references, including their contact information and a brief description of their relationship to you.

**Approach to Reading Intervention:** A detailed description of your approach to reading intervention for students who are dyslexic and present with other reading difficulties, including your methods for assessing reading levels, designing and implementing interventions, and monitoring progress.

**Proposed Schedule:** A proposed schedule for the 2023-2024 school year outlining your availability and proposed hours of service.

**Cost Proposal:** A detailed breakdown of your fees and expenses for the 2023-2024 school year, including hourly rates and any additional costs.

**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 Reading 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.