



45 School Street
Philippi, WV 26416

Mr. Eddie Vincent
Superintendent

COMMITTED TO LEARNING FOR ALL

July 17, 2024

Request for Formal Bid:

Barbour County Schools is seeking proposals from qualified individuals or organizations to provide services as a ELA Coach at Philippi Middle School. This role is critical in supporting our ongoing efforts to enhance educational outcomes and ensure the success of our students and staff.

Scope of Work

The ELA Coach will provide the following services:

1. Professional Development for Teachers:
 - Conduct workshops and training sessions on ELA instructional strategies.
 - Offer individualized coaching and feedback sessions.
 - Assist in the development and implementation of ELA curricula.
2. Classroom Support:
 - Model effective teaching strategies in the classroom.
 - Provide co-teaching opportunities and collaborative lesson planning.
 - Support teachers in analyzing student data to inform instruction.
3. Student Support:
 - Develop intervention strategies for struggling readers and writers.
 - Support the development of literacy programs and clubs.
4. Assessment and Data Analysis:
 - Assist in administering and interpreting ELA assessments.
 - Use data to drive instructional decisions and identify areas for improvement.
 - Provide regular progress reports to school administrators.

Requirements

Prospective bidders must meet the following criteria

- Master's degree in Education or a related field.
- At least 5 years of experience in teaching ELA at the middle school level.
- Proven track record of improving student literacy outcomes.
- Strong communication and collaboration skills.

Submission Guidelines

Interested parties should submit a detailed proposal including:

- An overview of your qualifications and experience.
- A description of your approach to school improvement.
- A proposed budget
- References from previous clients.

Deadline

All proposals must be submitted by 4:00pm on Monday, July 29, 2024. Submissions should be sent to:

Gabrielle Rhodes

Email: grhodes@k12.wv.us

Selection Process

Proposals will be reviewed by a committee of stakeholders. The selection will be based on the past working history in Barbour County Schools, qualifications, experience, approach, and proposed budget. We look forward to receiving your proposal and partnering with you to drive meaningful improvements at Philippi Middle School.