

## MEMORANDUM

**TO:** District Superintendents  
School Business Officials  
Read to Succeed Liaisons  
Personnel Administrators  
Principals

**FROM:** Alisha Green, EdD  
Director, Office of Instructional Supports

Michael Scheele  
Accountant/Fiscal Analyst III, Office of Finance

**DATE:** August 12, 2025

**RE:** Reading Coach Allocation

This memo provides an overview of required documentation for districts utilizing their 2025-26 reading/literacy coach allocation(s).

**Requirements for the hiring of reading/literacy coaches have been updated for FY 2025-26 to comply with the Read to Succeed Act, as amended by Act 114 of 2024.**

Districts may still utilize funding to employ school-based reading/literacy coaches to serve in a primary, elementary, middle school, or a combination of these schools depending on the area of highest need in the district. The district must align the placement of coaches to the district reading plan that is approved by the South Carolina Department of Education (SCDE).

### **Reading/Literacy Coach Qualifications**

Pursuant to the current Memorandum of Agreement (MOA), a reading/literacy coach must meet one the following requirements:

- He or she holds a bachelor's degree or higher and the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement.

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- He or she holds a bachelor's degree or higher and is actively pursuing the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement.
- He or she holds a bachelor's degree or higher and is actively pursuing a literacy coach endorsement through an alternative program that has been approved by both the district and by the SCDE Office of Instructional Supports
- He or she holds a master's degree or higher in reading or a closely related field and is actively pursuing the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement.
- The R2S Literacy Coach endorsement can be earned through the [SC Reading/literacy coach Institute](#).

**The updated legislation also highlights the importance of reading/literacy coaches being certified to teach in the school they serve. At a minimum, educators serving as a reading/literacy coach must be certified to teach reading to the students being served in the school of placement and hold a literacy teacher endorsement.** In other words, an individual holding a certificate in a middle level subject area would not be appropriately certified to teach in an elementary school and, therefore, cannot serve as an elementary reading/literacy coach.

### **Allocation Flexibility**

Funds allocated for reading/literacy coaches are restricted solely to support the employment and work of individuals serving in the capacity of reading/literacy coaches, as defined by the Read to Succeed Act and aligned with the approved district reading plan. These funds may not be used for other instructional or non-instructional personnel, nor should they be repurposed for general staffing needs.

Only schools where fewer than one-third of third graders scored Does Not Meet on the SC READY Reading assessment may request to use these funds for an interventionist who spends more than fifty percent of their time providing direct support to struggling readers in grades kindergarten through grade five. Districts seeking a waiver for this allocation certify that their schools meet the necessary criteria for this funding flexibility. Districts requesting a waiver will complete information in the survey linked below.

### **Required Documentation, Office of Instructional Supports**

- District Memorandum of Agreement (MOA): Districts must complete the attached MOA for all reading/literacy coaches and interventionists funded through Act 114. The MOA will only need to be signed by the district superintendent. Please return the completed signature page of the MOA to Marie Gibbons at [mgibbons@ed.sc.gov](mailto:mgibbons@ed.sc.gov) by September 8, 2025.

- **Specific Parties Agreement Document**: The following survey should be completed on each reading/literacy coach and interventionist funded through Act 114. This survey includes the waiver for districts seeking to use their reading/literacy coach allocation towards a part-time interventionist. Please submit by September 8, 2025. **[Click here to access the survey](#)**. Districts with a large number of coaches/state funded interventionists may also choose to input the necessary data into **[this spreadsheet](#)** and email the completed form to **[mgibbons@ed.sc.gov](mailto:mgibbons@ed.sc.gov)**.

### **\*NEW\* Principal-Coach Partnership Webinar**

To build long-term literacy growth and to support compliance with Act 114, all principals assigned a state-funded reading/literacy coach are required to attend a beginning-of-year leadership webinar in partnership with their assigned coach. This joint session will review the expectations outlined in the MOA, clarify roles and responsibilities, and provide guidance for effective collaboration throughout the school year.

**Four webinar options are available.** Principals and coaches may register using this **[link](#)**.

- August 26: 10:00 – 10:30 am
- August 26: 1:00 – 1:30 pm
- September 9: 10:00-10:30 am
- September 9: 1:00-1:30 pm

All sessions will be conducted via Zoom to ensure convenient participation for all principals and reading/literacy coaches. The Zoom link will be emailed to all registrants prior to the session.

### **Required Documentation, Office of Finance**

The Office of Finance needs to collect an updated list of individuals receiving this allocation to determine funding for your district in 2025-26. In the attached spreadsheet, fill in the information next to the corresponding schools in your district and email the document to Michael Scheele at **[mscheele@ed.sc.gov](mailto:mscheele@ed.sc.gov)** by September 8, 2025. If your school is eligible to use this funding as an interventionist, please note the correct position on the spreadsheet. Please also provide the salary and fringe separately for each employee.

Reading/literacy coach funding is determined by the number of primary and elementary schools serving students in your district; however, you may utilize funding in a primary, elementary, middle school, or a combination of these schools based on the area of highest need in your district. Reading/literacy coaches' expected funding is \$53,540.29 for a 1.0 full time employee (FTE). The district-signed MOA must be submitted, and the eligible

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Reading/literacy coach/Interventionist must be listed in the SC Educator system with a position code of “87” to have funding released.

Questions regarding funding should be directed to Michael Scheele at

[mscheele@ed.sc.gov](mailto:mscheele@ed.sc.gov).

Questions regarding the MOA and waiver should be directed to Marie Gibbons at

[mgibbons@ed.sc.gov](mailto:mgibbons@ed.sc.gov).