

# Miami-Dade County Public Schools

2013 Francisco R. Walker  
Teacher of the Year

## Nomination Package



**Miami-Dade County  
Public Schools**

*giving our students the world*



**2013 FRANCISCO R. WALKER MIAMI-DADE COUNTY  
DISTRICT TEACHER OF THE YEAR  
NOMINATION PROCEDURES**

## **INTRODUCTION**

The annual District Teacher of the Year selection process, jointly sponsored by United Teachers of Dade, is part of a national program which brings deserved recognition to the teaching profession and serves to highlight the positive aspects of education. The Teacher of the Year program is not attempting to single out any individual teacher as the best teacher but to honor one teacher who is a representative of all the excellent teachers working in Miami-Dade County Public Schools. In past years, Miami-Dade has had one National Teacher of the Year, five Florida Teachers of the Year and several state finalists.

From among the many outstanding teachers serving in the school system's instructional staff, six will be selected, one representing each of the six Regions (I-VI). One of these six will be selected as Miami-Dade County's 2013 Francisco R. Walker District Teacher of the Year.

Special centers and charter schools will compete in the geographic region in which they are located. Special centers are urged to include teachers who are teaching at work sites other than the school to which they are assigned. Examples: Satellite Learning Centers, Hospital and Homebound teachers and Neva King Cooper Educational Center, Ruth Owens Krusé Educational Center, Merrick Educational Center, Robert Renick Educational Center, etc.

## **ELIGIBILITY**

1. Any full-time staff member is eligible whose major responsibility (51% of time) is the direct instruction of students or other teachers, and who carries out his or her duties under a regular, predetermined schedule resulting in teacher service to the same group(s) of individuals throughout the year.
2. Under the rules as set by the Council of Chief State School Officers, community college and university teachers are ineligible, as are school personnel whose major responsibilities are administrative or supervisory, such as principals or deans of students.
3. The following full-time district educators are eligible for nomination:
  - Classroom teachers - Grades Pre-K through 12
  - Adult education teachers
  - Department chairpersons who actively engage in classroom teaching
  - Postsecondary vocational/technical education teachers
  - Guidance counselors

- Media specialists
  - Speech/language pathologists
  - Special area teachers (i.e. ESE, foreign languages)
  - Charter school teachers
  - Other professional educators performing instructional support services with students (i.e. career specialists)
4. A minimum of five full years (years as a 3100 teacher may be included) of acceptable teaching in Miami-Dade County Public Schools, prior to the year of nomination, is required.
  5. Nominations should be made without regard to race, age, sex, disability, religion, national origin, political or philosophical affiliations or activities.
  6. Paraprofessionals and office employees are not eligible to be nominated.
  7. Teachers representing UTD on the Joint M-DCPS/UTD Teacher of the Year District Task Force are ineligible.

## SELECTION CRITERIA

**Each nominee will be evaluated based upon the following criteria:**

- Demonstrates a superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment
- Displays expertise in content area and ability to effectively use materials relating to the content
- Utilizes original and/or innovative instructional materials and methods such as cooperative learning and interdisciplinary instruction, uses research based programs, develops new instructional materials and uses technology to facilitate instruction
- Maintains a record of superior teaching performance as evidenced by data driven student gains, annual performance assessments and/or recognition of work
- Actively participates in continued professional development as evidenced by participation in relevant training and/or advanced degrees
- Demonstrates leadership in educational activities at the school, district, and/or state or national level, such as active membership in an advisory council, task force, or professional organization or through involvement as a grade level or department chair
- Displays exemplary interpersonal skills in communicating with students, parents and community members as well as in collaboration with other professionals

- Participates in peer coaching and mentoring activities
- Utilizes innovating research techniques, such as action research, to enhance the quality of education
- Engages parents/families in learning process to enhance student achievement
- Promotes literacy through the use of reading strategies in instruction and/or the implementation of projects intended to enhance student reading skills
- Demonstrates a strong commitment to creating a climate of caring and respect conducive to effective teaching and learning
- Evidences dedication to his/her community through active participation in service-oriented projects, volunteer work, etc.
- Demonstrates poise, eloquence and ability to withstand a taxing schedule.

## SELECTION PROCEDURES AT THE SCHOOL SITE

1. A nominating committee at each school shall be comprised of eight members. Five persons shall be elected by the entire faculty, and three additional members shall include: the designated United Teachers of Dade Building Steward, a parent representative (preferably a PTA member) and the principal or his/her designee. Note: Adult/Vocational centers may substitute a student for the parent representative.
2. Any member of the instructional, administrative, or school support staff shall be eligible for nominating committee membership. A majority of the nominating committee should be instructional personnel. The committee shall select one of its teacher members to serve as a chairperson.
3. Nominations for membership on the nominating committee are to come from the floor at a faculty meeting. This faculty meeting should include all voting members.
4. The nominating committee shall submit the names of from one to three candidates for the Teacher of the Year to the faculty, accompanied by a written rationale for each. The written rationale shall be distributed three days prior to the announced election date. At a separate meeting for the election, additional nominations for the Teacher of the Year may be made from the floor with written rationale.
5. At this same meeting, the Teacher of the Year for the school or center shall be chosen by secret ballot election in which all salaried personnel in the UTD

bargaining unit (teachers, instructional support personnel, student services personnel, paraprofessionals, full-time office employees, security monitors, 3100s, pool substitutes, but not including emergency substitutes), and administrators are eligible to vote. **ABSENTEE BALLOTS CANNOT BE ACCEPTED.**

6. The school site nominee will be the individual receiving the majority of the votes (50% plus one). If no nominee receives the majority votes on the first ballot, re-balloting will continue until a majority is reached. In situations where there are more than two nominees on the ballot and no one receives a majority of the votes, take the two nominees who received the highest number of votes and vote again until a nominee is selected by a majority.
7. The nominating committee chairperson shall appoint two tellers, neither of whom are members of the nominating committee or themselves Teacher of the Year nominees, to count the ballots. The results are to be announced immediately.
8. For the sake of uniformity throughout the county, no additional rules can be included at the school site. Note: (If the elected nominee relocates to another work location prior to the Region recognition ceremony, that teacher shall remain the school's nominee and will be recognized at the Region recognition ceremony.)

## **PROCEDURES FOR THE SCHOOL'S NOMINATION PACKAGE**

1. Please see the school level checklist for nomination package contents.
2. The nomination package shall be sent to the appropriate Region administrator as follows:

North	Ms. Marie F. Harrison
North Central	Mr. Richard M. Vidal
South Central	Dr. Albert Payne, Jr.
South	Mr. Steffond L. Cone
ETO	Dr. Janice Cruse-Sanchez
Adult/Voc. and Alternative Ed.	Mr. Robert G. Gornto/Ms. Martha Montaner

3. **Deadline to submit the nomination package from the school site to the Region is Tuesday, November 22, 2011.**
4. The nominating committee at the school level must provide a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its reasoning for nominating the teacher.
5. A parent within the school community must provide a signed letter no more than one page, single spaced. Note: A letter from a student may be accepted at the adult/vocational levels.
6. A signed letter of support (no more than one page, single-spaced) from the principal must accompany the original package that is sent to the Region.

## **SELECTION PROCEDURES AT THE REGION**

1. The following ten people along with the Region Superintendent or designee will constitute the Region Selection Committee:
  - Five teachers appointed by the President of United Teachers of Dade representing all levels of instruction. (If possible, the current Region Teacher of the Year should be one of the five teachers on the Region Selection Committee. In the event that the current Region finalist is not available, the previous year's Region Teacher of the Year will serve.)
  - Three administrators representing all levels of instruction.
  - One parent representative who should be the PTA region coordinator or his/her designee.
  - One citizen representative from the other active citizen groups i.e., advisory committees, Dade Partners, Chamber of Commerce, etc.
2. The committee shall select one of its teacher members to serve as a chairperson.
3. The Region will review and verify that none of the nominees have ongoing personnel investigations or are currently on prescription.
4. Using the Eligibility and Selection Criteria, the Region Selection Committee will review all school nominations submitted and select five teachers as finalists.

5. **As soon as the finalists are selected, the Selection Committee chairperson will distribute additional application pages. Finalists must complete this additional section and submit it for review by all Committee members prior to their Region interview.**
6. Based on the current teaching schedule provided in the nominee's package, classroom observations will be conducted.
7. The five finalists will be interviewed individually by the entire Region Selection Committee.
8. The entire committee then will vote by secret ballot. The chairperson and one other member of the committee shall count the ballots and immediately announce the results to the committee. The Region nominee will be the individual receiving the majority of the votes (50% plus one). If no nominee receives the majority votes on the first ballot, re-balloting will continue until a majority is reached.
9. The Chair of the Region Selection Committee shall telephone each of the five finalists immediately to notify them of the results.

## **PROCEDURES FOR THE REGION NOMINATION PACKAGE**

1. Utilize the Region checklist at the end of this application to verify the contents submitted as the nomination package.
2. Submit a list of names and titles of individuals serving on the Region Selection Committee.
3. Submit on disk or as an email attachment a complete list of all the Teacher of the Year nominees from the Region in a WORD table or EXCEL spreadsheet format that contains only three fields: 1. PROPER FIRST NAME, 2. PROPER LAST NAME, and 3. PROPER SCHOOL NAME (as it would appear on a certificate)  
Example: Jane Austin Wesley Matthews Elementary
4. **The nomination package of the Region winner must be submitted to the Office of Human Resources (#9311, SBAB Annex, Room 241, Attention: Mr. Jorge Rubio) by 4:00 p.m., on Wednesday, December 7, 2011. Please submit the original package and 16 copies.**
5. Please keep written reports of the classroom observations and all other supporting data available for one year in the event it is requested by the District Task Force. **Please do not send to the District Task Force unless requested.**
6. The nominating committee must provide a letter (no more than one page, single-spaced) indicating reasons for nominating this teacher, and a copy of the lesson plan that the finalist utilized during the committee's observation

7. The finalist should enclose one additional letter of recommendation (no more than one page, single-spaced) which may be from a colleague, a present or former student, an administrator or a civic/community leader.
8. A letter of support (no more than one page, single-spaced) from the nominating Region Superintendent, must accompany the original package.

## **SELECTION PROCEDURES AT THE DISTRICT LEVEL**

1. The District Task Force shall be comprised of members identified in Article XXVI, Section 3, Paragraph B of the M-DCPS/UTD contract.
2. The entire District Task Force sitting as a total body will conduct **interviews** of each of the six finalists on **Friday, December 9, 2011**.
3. All members of the District Task Force will also serve as the visitation committee to make a **classroom observation** of each of the six district finalists on **December 12, 13 and 14, 2011**. Finalists will be notified of their specific observation date and time.
4. The District Task Force shall vote by secret ballot. The chairpersons shall count votes and the district's nominee will be the individual receiving at least the majority of the votes (50% plus one) of the total District Task Force. If no nominee receives the majority votes on the first ballot, re-balloting will continue until a majority is reached.
5. Following the selection of the district's nominee, the runner-up will be selected following the same voting procedures, from the remaining finalists.
6. **Recognition of the six finalists and announcement of the winner and runner-up will take place at the 2013 Miami-Dade County Teacher of the Year Recognition Ceremony in January or February (TBA) 2012.**
7. The winner will also serve as the District's nominee to the 2013 Florida Department of Education/Macy's Teacher of the Year.





# FRANCISCO R. WALKER 2013 TEACHER OF THE YEAR APPLICATION FORM

Name of Nominee:		
Home Address:		
City:		Zip Code:
Employee Number:		
Name of School:		School Enrollment:
School Address:		
City:		Zip Code:
Home Telephone (    )	School Telephone (    )	School Fax (    )
Email Address:		
		Work      Home
Total Years Teaching Experience:		Years of Teaching in Florida:
Years of Teaching in Miami-Dade:		Number of Years in present position:
Grade Level:		Current Teaching Field:
Personal and family information you wish to share (optional):		
Subject area(s) in which you hold a Florida Teaching Certificate:		
Certificate Type:		Number:                      Expiration Date:
If applicable, date of National Board for Professional Teaching Standards Certification:		
<b>In the space below, please provide your teaching schedule as reflected in the school's Master Schedule. This will enable the Teacher of the Year (TOY) Task Force to determine the best time for classroom observations.</b>		

**CURRENT TEACHING SCHEDULE**

**PERIOD/DAY/TIME**

**GRADE AND SUBJECT**

**LOCATION/ROOM#**


Nominee's Signature:

UTD Building Steward's Signature:

Principal's Signature:

# **INSTRUCTIONS FOR COMPLETING SECTIONS I-II OF THE 2013 FRANCISCO R. WALKER TEACHER OF THE YEAR APPLICATION**

Respond to the following two (2) sections. Responses must be typed utilizing a font no smaller than 11 point. Begin each section on a new page. At the top of the page, specify the section number, title, and page limit information. (A sample header should read as follows: "I. Educational History and Professional Development Activities. Two pages.") If the section allows more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in each section. In fairness to all applicants, only the number of pages requested will be reviewed.

## **I. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT ACTIVITIES**

(Limit response to two pages not including professional development printout. This section may be single-spaced).

1. Beginning with the most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
2. Beginning with the most recent, list teaching employment history, indicating time period, grade level and subject area.
3. Beginning with the most recent, list professional association memberships including information regarding offices held and other relevant activities undertaken within the five (5) year period preceding the filing of this application.
4. Beginning with the most recent, list staff development leadership activities, training in instructional strategies and/or leadership activities in the training of future teachers undertaken within the five (5) year period preceding the filing of this application.
5. Beginning with the most recent, list awards and honors in recognition of your teaching abilities.
6. Beginning with the most recent, attach copies of the in-service records from the District Professional Development Menu and Registration System and/or college transcripts indicating evidence of professional development activities that covers the past five (5) years.

## II. TEACHING PHILOSOPHY AND PRACTICE

Respond to the items below. Response must be typed and double-spaced utilizing a font not smaller than 11 point. Please number the pages within this section. (Your response must be limited to fifteen (15) pages)

Summarize your philosophy of education and how your philosophy is reflected in the following areas of your practice:

### 1. Public Education

- Please describe the role of public education as you see it and your role as a teacher.
- Who should be accountable in public education and for what should they be held accountable? Please include how this/these should be measured and evaluated.
- What do you see as opportunities and challenges of the Student Success Act with respect to educator quality and instruction?

### 2. Impact on Student Learning

Describe how you have improved your students' learning in the last year. Your description may include all or a group of your students. The following information must be incorporated:

- Specific information and data used to plan your instruction, including learning targets or goals;
- Strategies;
- Tools;
- Data showing the learning results; and
- Your analysis and reflection on the process/outcome.

### 3. Leadership

- How do you model professionalism as a teacher? How your leadership affected your school?
- How have you involved parents, families and the community in education? What were the results?
- What have you done to improve or further the teaching profession?
- Describe your contribution to the development of other educators.

## School Level Nomination Package Checklist

Congratulations on your nomination as Teacher of the Year. It is a true honor to be selected as the representative from your school. The following information is provided to assist you in preparing your information packet. Please read this information carefully.

This page is provided to help you complete the nomination. It should **not** be submitted with your nomination packet.

- The application form should be completed and utilized as the cover. It should have signatures of the nominee, union steward and principal.
- The package must utilize 1" margins (this includes the top, bottom, and the left and right sides of the pages).
- All responses must be typed utilizing a font no smaller than 11 point.
- Section I-Educational History (Limit response to two pages). This section may be single-spaced.
- Professional Development Activities (Attach printout from the District Professional Development Menu and Registration System).
- Section II-Teaching Philosophy Response (Limit response to 15, double-spaced pages).
- The nominating committee at the school level has provided a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its reasoning for nominating the teacher.
- The school's principal has provided a signed letter (no more than one page, single-spaced) supporting the nomination.
- A parent (or student at the adult/vocational level) within the school community has provided a signed letter no more than one page, single-spaced.

**No supplemental material will be accepted with the nomination package.**

## Region Level Nomination Package Checklist

Congratulations on your selection as one of six Teacher of the Year finalists. It is a true honor to be selected as the representative from your Region.

The following information is provided to assist you in preparing your information package. Please read this information carefully. It should **not** be submitted with your nomination package.

- The application form should be completed and utilized as the cover. It should have signatures of the nominee, union steward and principal.
- The package must utilize 1" margins (this includes the top, bottom, and the left and right sides of the pages).
- All responses must be typed utilizing a font no smaller than 11 point.
- Section I-Educational History (Limit response to two pages). This section may be single-spaced.
- Professional Development Activities (Attach printout from the District Professional Development Menu and Registration System).
- Section II-Teaching Philosophy (Limit response to 15, double-spaced pages).
- A copy of the lesson plan that the finalist utilized during the committee's observation.
- Section III – Florida Teacher of the Year (Limit response to two double-spaced pages).
- Additional one page, single-spaced letter of recommendation which may be from a colleague, a parent or former student, an administrator or a civic/community leader.
- The nominating committee at the school level has provided a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its reasoning for nominating the teacher.
- The school's principal has provided a signed letter (one page, single-spaced) supporting the nomination.

## Region Level Nomination Package Checklist Cont'd.

- A parent (or student at the adult/vocational level) within the school community has provided a signed one page, single-spaced letter.
- A one page, single-spaced memorandum of support from the nominating Region Superintendent must accompany the original package.
- The list of names and titles of individuals serving on the Region Selection Committee.
- Submit on disk or as an email attachment a complete list of all the Teacher of the Year nominees from the Region in a WORD table or EXCEL spreadsheet format that contains only three fields: 1. PROPER FIRST NAME, 2. PROPER LAST NAME, and 3. PROPER SCHOOL NAME (as it would appear on a certificate, Example: Jane Austin Wesley Matthews Elementary).

**No supplemental material will be accepted with the nomination package.**

## 2013 Francisco R. Walker Teacher of the Year Significant Deadline Dates

<b>November 22, 2011</b>	School-site nomination packages due to the appropriate Region.
<b>December 7, 2011</b>	Nomination package from Region must be received by the Office of Human Resources ( <b>#9311, SBAB Annex, Room 241, Attention: Mr. Jorge E. Rubio</b> )
<b>December 9, 2011</b>	Interviews of six district finalists by the District Teacher of the Year Task Force.
<b>December 12, 13 &amp; 14, 2011</b>	Observations of six district finalists by the District Teacher of the Year Task Force.
<b>TBA in January or February 2012</b>	District Teacher of the Year Ceremony Doral Golf Resort and Spa 4000 NW 87th Avenue Doral, Florida
<b>March 5, 2012</b>	District nomination package due to Florida Department of Education/Macy's Teacher of the Year