

# SOUTH WISCONSIN DISTRICT APPLICATION FORM TEACHER OF THE YEAR (administrators and teachers)

**Instructions:** Nominated teachers and administrators/principals must submit their completed typed application package to the South Wisconsin District office no later than Friday, November 26, 2014.

**Check only one:**    Preschool    Elementary    High School    Principal/Administrator

Do you plan to continue in your present position during the next school year (program requirement)?    Yes    No

Nominee's Name <i>First, Middle Initial, Last</i>		E-Mail Address		Home Telephone Area/No.	
Nominee's Mailing Address <i>PO Box or Street</i>			City		State   ZIP
School Name		Principal's Name		Principal's Email Address	
School Mailing Address <i>PO Box or Street, City, ZIP</i>				School Telephone Area/No.	
Diocese/Jurisdiction <b>South Wisconsin District - LCMS</b>		Diocese/Jurisdiction Superintendent or Head of Schools <b>Mark L'Heureux</b>		CESA No.	
Diocese/Jurisdiction Mailing Address <i>PO Box or Street, City, ZIP</i> <b>8100 W. Capitol Dr., Milwaukee, WI 53222</b>				Diocese/Jurisdiction Telephone Area/No. <b>414-464-8102</b>	
Dates	<b>EXPERIENCE IN THE EDUCATIONAL PROFESSION</b> School and Location		Position/Subject/Grades Taught List most recent position first		
Dates	<b>PROFESSIONAL PREPARATION</b> Institution and Location		Degree(s) Only		
<b>REQUIRED SIGNATURES</b>					
Applicant Signature		Date Signed <i>Mo./Day/Yr.</i>	Principal Signature		Date Signed <i>Mo./Day/Yr.</i>
➤			➤		

**For questions 1-6, applications must meet the following criteria**

- The question must be restated at the beginning of each page.
- Questions/answers must be double-spaced with 1" margins on all sides for the complete application.
- Questions/answers must be typed in no less than 12-point font—use same type font for all six questions.
- Maximum of one page per question/answer.
- Use full names not acronyms (for example, use Future Business Leaders of America, not FBLA).

**Questions 1-6**

1. Describe your educational philosophy and how it pertains to your schools mission and vision statement.
2. As the educational leader in your school, how do you raise achievement levels for all students? From a cultural view, how do you inspire your teachers to engage students and parents in the educational process?
3. What innovative projects/programs have you developed for and with teachers that are models to emulate?
4. Describe your commitment to your community through service-oriented activities such as volunteer work, civic, and other community activities?
5. What unrealized goals do you have for your school and/or professional development?
6. What are the challenges you see in education today? What changes would you like to see made to strengthen and improve teaching?

**Letters of recommendation must meet the following criteria**

- Three letters of recommendation must be attached to the application package (following the answer to the sixth question).
- All letters should address the criteria and speak to your specific skills and contributions.
- At least one of the three recommendations must come from outside your immediate school community. They may not be currently employed by the school district or a board member. They may include former students, parents, community members, colleagues in a professional association not directly linked to your school district, a university, or college professor.
- Copy the instructions on page 3 and give to those who write letters of recommendation for you.

**Final application criteria**

- Complete page one. This must be the first page of your application package.
- Next, attach your answers to the six questions in numerical order, followed by the three letters of recommendation.
- Attach a copy of your nomination to your application package.
- Staple the completed package only once in the upper left-hand corner.
- In order to provide all applicants an equal opportunity, only the number of requested pages will be accepted (do not use covers, title pages, and so forth). Additional pages and/or materials will be removed before being presented to the local, regional, and state selection committees.
- Do check that all of the above criteria have been met. Applications not meeting the criteria on this page will be disqualified.

**Completed application package must be submitted to the South Wisconsin District office no later than November 26, 2014.**

***Information for those who write letters of recommendation for an administrator nominee:***

- At the beginning of the letter of recommendation, indicate in what capacity (for example, colleague, parent, former student, university professor) you have known the nominee and for what period of time.
- To enhance the nominee's application for this Fellowship, give **specific** examples or illustrations of the skills and contributions, knowledge, or attributes that you are emphasizing such as how:
  - ❖ students have benefited from the nominee's leadership;
  - ❖ professional colleagues, parents, the community, or the profession itself have benefited from the nominee's leadership;
  - ❖ the individual demonstrates and inspires a love of learning;
  - ❖ the individual has provided services above and beyond what might be expected of all good educators;
  - ❖ the individual has positively contributed to the improvement of education in general;
  - ❖ you differentiate this educator from other educators.
- Limit your letter or comments to **no more than one typed page in no less than 12-point font; additional pages will not be considered part of the application.**
- Date and sign the letter of recommendation
- Your letter of recommendation needs to be given to the nominee for inclusion with the total application package.