

Teacher of the Year Nomination Packet 2013

*Do you know an exceptionally skilled
and effective educator?*

Nominate an outstanding teacher in your school for the
2013 New York State Teacher of the Year

Deadline for Applications is
Friday, March 16, 2012

NYS 2012 Teacher of the Year Kathleen Ferguson





THE UNIVERSITY OF THE STATE OF NEW YORK

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Celebrate the Profession of Teaching!

The New York State Teacher of the Year Program, now in its 43rd year, is administered by the New York State Education Department. It is affiliated with the National Teacher of the Year program administered through the Council of Chief State School Officers and sponsored by leading education associations. Teacher of the Year is the oldest and most prestigious teacher recognition activity in the nation.

Recognition awards for New York State Teachers of the Year and/or their schools have been provided by New York State United Teachers (NYSUT), New York State Congress of Parents and Teachers, Inc. (NYS PTA), New York State Association for Supervision & Curriculum Development (NYSASCD), the Council of Chief State School Officers (CCSSO), ING Financial Services, the SMART Technologies ULC, and Educational Testing Service (ETS).

SELECTION CRITERIA

The nominee must be an exceptionally skilled, effective, and dedicated teacher, appropriately credentialed within his or her current teaching area, who works directly with children in a State-approved public, private, or institutional school in any grade level or subject from pre-kindergarten through grade 12, and who is planning to continue in an active teaching status. A minimum of five years of current teaching experience is required.

The nominee must have the respect and admiration of students, parents, faculty members, the school administration, and local business leaders. The nominee must serve an active and useful role in the community as well as in the school.

Because selection as New York State Teacher of the Year carries with it an obligation to make public appearances, the nominee must be poised and articulate, with the energy and equanimity to manage a busy schedule. While all of these qualifications are considered, the most important one is the superior ability to inspire learning in students of all backgrounds and competencies.

GENERAL GUIDELINES

The Nomination Procedure

Recognition of outstanding teachers through the New York State Teacher of the Year Program is especially significant because it involves all members of the school community in acknowledging teacher excellence. Endorsements of the nominee are provided in the form of letters provided by teachers, parents, community members, students, and others. All school districts are encouraged to establish teacher recognition programs using collaborative decision-making groups to identify and support nominees. A teacher may be initially recommended for nomination by any person within the school or community, including parents, students, business leaders, school administrators, or colleagues. The formal nomination, however, should involve a collaborative decision-making process indicating the support of all groups concerned with the quality of teaching within the school.

A complete "portfolio", as described in Sections A, B, C and D of these guidelines, must be submitted for each nominee.

Nomination of *public school* teachers must include the signature of the school principal certifying that the nomination has the support of the school community. The school district superintendent must also sign the nomination to indicate the district's support of the Teacher of the Year program; this support may include 15-30 days substitute time if the nominee is selected as the Teacher of the Year.

Nomination of *nonpublic or institutional* school teachers requires the signature of the chief administrative officer of the school or educational program certifying that the nomination has the support of the school community. Institutional schools are schools that serve special needs students.

Each nominee, by submitting a portfolio, agrees to telephone interviews by the Program Coordinator. Interviews will be requested with colleagues, students, administrators, parents, and local community leaders.

Format for the Nomination

All requested information must be included. The materials must be typed, using a standard 12 point font on 8 1/2" by 11" white paper. Heavyweight and/or textured paper should not be used. The application materials should be placed in the following order: the Basic Data Sheet and the Letter of Introduction placed first and second, followed by the materials required in Sections C and D. The packet must be stapled in the upper left-hand corner and **submitted in triplicate**. **All required signatures must be included**. In order to provide all nominees with an equal opportunity, only the number of pages requested under each section will be accepted. Additional pages will be discarded. **We cannot accept any materials submitted by fax.**

***Please note: Candidates who have been nominated in prior years who choose to apply again must submit updated applications which reflect new information, list new achievements, etc.**

Please mail or hand-deliver all materials to assure arrival by the March 16, 2012 deadline. Materials submitted after the deadline will not be accepted.

Required Information

A. Completed Basic Data Sheet

B. Letter of Introduction

The Letter of Introduction should be prepared by the chief administrator of the nominee's school and should provide basic information regarding the nominee (e.g., name, grade, and/or subject taught, etc.) and the special reasons for nominating this teacher for the New York State Teacher of the Year award. The chief administrator may delegate the preparation of this letter to the chairperson of the School-Based Planning Committee (established in accordance with the Commissioner's Regulations, section 100.11), the building representative of the professional association, or the president of the parents' group. The chief administrator, however, must sign the Basic Data Sheet (item A, above).

C. Statement by the Nominee Providing the Following Information:

- 1. *Educational History and Professional Development Activities* – (two double-spaced pages):**
 - a) Beginning with most recent, list colleges and universities attended, including postgraduate studies. Indicate degrees earned and dates of attendance.
 - b) Beginning with most recent, list teaching employment history indicating time period, grade level and subject area.
 - c) Beginning with most recent, list professional association memberships including information regarding offices held and other relevant activities.
 - d) Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
 - e) Beginning with the most recent, list awards and other recognition of your teaching.

2. ***Community Involvement* - (one double-spaced page):** Beginning with the most recent, list examples of your commitment to your community through service-oriented activities, including volunteer work, civic activities, service learning activities, opportunities for parental involvement and other community or school-community involvements.
3. ***Record of Teaching Effectiveness* - (one double-spaced page):** Describe your record of teaching effectiveness, in terms of both demonstrated skill and student outcomes. In developing your response, you are encouraged to refer to the New York State Teaching Standards.
4. ***Philosophy of Teaching* – (one double-spaced page):** Describe your personal feelings and beliefs about teaching, including your own ideas on what makes you an outstanding teacher.
5. ***Professional Biography* – (one double-spaced page):** What were the factors that influenced you to become a teacher?
6. ***Education Issues and Trends* – (one double-spaced page):** What do you consider to be the major public education issue today? Outline possible causes, effects, and resolutions.
7. ***The Teaching Profession* – (one double-spaced page):** What have you done to strengthen and improve the teaching profession?
8. ***Message as Teacher of the Year* – (one double-spaced page):** If you are selected to be the New York State Teacher of the Year, you will serve as the State's ambassador for the teaching profession. Describe how you would fulfill the responsibilities of communicating to the public and the profession the importance of teaching and learning and what your primary message to New York State would be.

D. Letters of Support

Four letters must be provided, including one from a student (former or current), a teaching colleague, a parent or community leader, and an administrator. Copies of evaluations by school administrators will not fulfill this request and should not be included. Two additional letters may be included for a maximum of six total. If possible, letters should be typed and, where appropriate, on letterhead. Any handwritten letters should be composed using blue or black ink.

TIMETABLE FOR THE SELECTION PROCESS

1. Nominations are due at the New York State Education Department, Office of Teaching Initiatives, Teacher Development Programs Unit, 89 Washington Ave., Room 5N EB, Albany, New York 12234 **by: 5:00 p.m., Friday, March 16, 2012.** Nominations received thereafter will not be considered.
2. Beginning in March 2012, the Screening Committee will evaluate all nominations and will select ten semifinalists' portfolios to be forwarded to the Selection Committee.

The Screening Committee will be composed primarily of persons whose backgrounds include teaching and will be selected by the New York State Education Department's Office of Teaching Initiatives, with the Teacher Development Programs Unit providing administrative oversight.

3. Beginning in April 2012, the Selection Committee will evaluate the portfolios of the ten semifinalists and select five finalists.

The Selection Committee, chosen by the Teacher Development Programs Unit, will be composed of members representing, among others, the following organizations: the New York State Association of Teacher Educators (NYSATE), the New York Association of Colleges of Teacher Education (NYACTE), the New York State United Teachers (NYSUT), United Federation of Teachers (UFT), the State Administrators Association of New York State (SAANYS), the New York State Association for Supervision & Curriculum Development (NYSASCD), the New York State School Boards Association (NYSSBA), and the New York State Congress of Parents and Teachers, Inc. (NYS PTA). The Selection Committee also includes the current Teacher of the Year. The Teacher of the Year from the prior year is Chairperson of the Selection Committee.

4. Subsequent to the announcement of finalists and prior to the interview process, the Program Coordinator will conduct telephone interviews. Interviews will be conducted with colleagues, administrators, parents, and local community leaders.
5. In May 2012, the Selection Committee will interview the five finalists and select a Teacher of the Year.
6. In September 2012, the recipient begins his/her tenure as the **2013 New York State Teacher of the Year**.
7. The Commissioner will nominate the 2013 New York State Teacher of the Year for consideration by the National Selection Committee for the 2013 National Teacher of the Year Award. The National Teacher of the Year Program, presented by the ING Foundation, is a project of the Council of Chief State School Officers and sponsored by Scholastic Inc. The nominee's application will be sent to that Committee for review.

Nominating Deadline: Friday, March 16, 2012

Please return nominating packet to:

NYS Education Department
Office of Teaching Initiatives
Teacher Development Programs Unit
89 Washington Avenue - Room 5N
Albany, NY 12234

Questions may be directed to (518) 474-4661 or tdpr@mail.nysed.gov

Anyone can nominate a teacher!

**2013 NEW YORK STATE TEACHER OF THE YEAR
NOMINATION BASIC DATA SHEET (required)**

This form can be filled out and printed

Name:		Telephone (School):	
Home Address:		Telephone (Residence):	
		Fax # (School):	
City:		E-mail Address:	
State:	Zip Code:	Name of School District:	
Name of School:		Years in Present Position:	Total Years of Teaching Experience:
Subject and Grade Level Taught:			
Name and Office Address of School Principal:			Telephone #:
Name and Office Address of School Superintendent:			Telephone #:
County:	Senate District No:	Assembly District No:	I learned about the NYS Teacher of the Year Program through: <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Professional Organizations <input type="checkbox"/> Colleagues <input type="checkbox"/> Other (Specify):
PREVIOUS EXPERIENCE (Please include dates, institution, location and position):			
PROFESSIONAL PREPARATION (Please include dates, institution, location and degree/credits):			
<i>I agree that any or all of the enclosed materials (except my home address and telephone number) may be shared with persons interested in promoting the Teacher of the Year Program:</i>			
Signature of Candidate/Date:			
<i>This nomination represents the collaborative planning by and has the support of groups within our school and community representing parents, students, teachers, administrators, and community/business representatives.</i>			
Signature of Principal/Date:			
Signature of Teaching Building Representative/Chapter Leader (Public School Only):			

Signature of Local Union President (Public School Only):

The Teacher of the Year nomination is consistent with the District's policies for teacher recognition and represents an important opportunity for the District to take notice of an exceptional member of our faculty. The District also understands that if the nominee is selected as the New York State Teacher of the Year, the nominee may miss school days, not to exceed thirty, and the District is responsible for substitute costs.

Signature of Superintendent/Date:

Please return nominating packet **by March 16, 2012 to:** NYS Education Department, Office of Teaching Initiatives - Teacher Development Programs Unit, 89 Washington Avenue - Room 5N, Albany, NY 12234.

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