

# **New York State Teacher of the Year Nomination Packet 2016**

Deadline for applications is  
**Monday, February 2, 2015**

THE UNIVERSITY OF THE STATE OF NEW YORK

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## **Celebrate the Profession of Teaching!**

New York State wishes to recognize and celebrate exceptionally skilled and passionate educators. This year, we will identify a group of five teachers to serve as ambassadors for New York State teachers. Of these five teachers, one will be selected as the New York State Teacher of the Year and nominated for the National Teacher of the Year program.

The New York State Teacher of the Year program, now in its 46th year, is administered by the New York State Education Department. It is affiliated with the National Teacher of the Year program, which is 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 program in the nation.

Recognition awards for New York State Teachers of the Year and/or their schools are 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); VOYA Financial; the SMART Technologies; and Educational Testing Service (ETS).

### **Selection criteria**

A nominee must:

- be rated “effective” or “highly effective” on his or her Annual Professional Performance Review (APPR) or, if the APPR is not applicable to his or her current teaching area, have a record of superior teaching performance as evidenced by student learning gains, assessments, and recognition of work;
- demonstrate exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school;
- be an exceptionally skilled and dedicated teacher;
- be appropriately credentialed within his or her current teaching area and work directly with students in a public school at any grade level or in any subject area from pre-kindergarten through grade 12;
- plan to remain in the field of education during and after his or her year of recognition;
- have a minimum of five years of current teaching experience;
- demonstrate leadership through active roles in the school and community; and
- be poised and articulate, with the energy and equanimity to manage a busy schedule.

While all of these qualifications are considered, the most important qualification is the superior ability to inspire learning in students of all backgrounds and abilities.

## Responsibilities and Program Benefits

The five individuals selected to serve as Teacher of the Year Ambassadors will participate in professional development and teacher leadership opportunities across New York State and will lead by their passion for teaching.

Selection as New York State Teacher of the Year carries with it an obligation to appear as a keynote speaker and make public appearances. The New York State Teacher of the Year speaks to numerous organizations and groups across the country, is given the opportunity to engage in four one-week professional development trainings around the country (with other state teachers of the year), and traditionally meets the President of the United States at the White House. In addition, schools and districts may also experience several of the other benefits of the Teacher of the Year program, such as:

- access to information and resources gathered by the New York State Teachers of the Year as a result of participation in professional development at the state and/or national levels;
- coaching for other teachers on instructional approaches;
- information and technical support for principals about how to prepare and support excellent teachers; and
- a visit by the Commissioner of Education to the classroom and school of the New York State Teacher of the Year.

## 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 given in the form of letters provided by educators, parents, community members, students, and others.

All school districts and/or BOCES are encouraged to establish teacher recognition programs by using collaborative decision-making groups to identify and support nominees. A teacher may nominate himself or herself or 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.

All nominees must complete and submit **Step 1** as described in Sections A, B, C, and D of these guidelines by the stated deadline included in the timetable on page 8. Nomination of public school teachers must include the signature of the school principal, certifying that the nominee maintains a record of superior teaching performance as evidenced by student learning gains, assessments, and recognition of work, and in addition, demonstrates exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school. The

school district superintendent must also sign the nomination to indicate the district's support of the Teacher of the Year program; this support will include 20-30 days of substitute time if the nominee is selected as the New York State Teacher of the Year.

## **Format for the Nomination**

All requested information must be submitted in **Step 1** of the application process. The materials must be **typed**, using a standard 12 point font. The application materials should be assembled 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.

All required signatures must be included. 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.

**\*Please note: Candidates who have been nominated in prior years who choose to apply again must submit updated applications that reflect new information, list new achievements, etc. Materials may be submitted via e-mail, mailed as hard copies, or hand-delivered. All materials must arrive on or before the February 2, 2015 deadline. Materials submitted after the deadline will not be accepted.**

In February and March 2015, the screening committee will evaluate all nominees from **Step 1** and will forward nominations to the Teacher of the Year Advisory Council. The Teacher of the Year Advisory Council will then select up to ten semifinalists' packets. If selected, the applicant will be asked to complete **Step 2 in the application process by 5:00 p.m., Monday, April 13, 2015.**

For additional procedures and dates, please see the "TIMETABLE FOR THE STATE TEACHER OF THE YEAR SELECTION PROCESS."

## **Required Information**

**\*All applicants must complete Step 1 of the application. Applications must be typed and completed by the applicant. If chosen as a semifinalist, you will be asked to complete Step 2 of the application process.**

### **Step 1: Due February 2**

#### **A. Completed Basic Data Sheet**

\*See attached.

#### **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 about 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 Commissioner's Regulations, on Section 100.11), the building union representative, 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):**

Beginning with the most recent, provide a bulleted list of:

- Colleges and universities attended, including postgraduate studies. Indicate degrees earned and dates of attendance; teaching employment history indicating time period, grade level and subject area; professional association memberships including information regarding offices held and other relevant activities; staff development leadership activity and leadership activity in the training of future teachers; and awards and other recognitions of your teaching effectiveness.

**2. *Record of Teaching Effectiveness* – (one double-spaced page):**

- Describe, in essay form, your record of teaching effectiveness, in terms of both demonstrated skill and student outcomes.

**3. *Professional Biography* – (one double-spaced page):**

- Describe, in essay form, what factors influenced you to become a teacher.

**4. *Education Issues and Trends* – (one double-spaced page):**

- Describe, in essay form, what you consider to be major public education issues today. Outline possible causes, effects, and resolutions. Remember, if selected, you will represent the over 200,000 public school teachers in New York State and that, as such, you should speak as the ambassador of New York State's teachers, steering clear of specific affiliations.

\*All statements should reflect the original work of the nominee and be written in the nominee's voice.

**D. Letters of Support**

Three letters of support must be provided, including one from a teaching colleague, one from a parent or community leader, and one from an administrator. Copies of evaluations by school

administrators will not fulfill this requirement and should not be included. If possible, letters should be typed and, where appropriate, be on letterhead. Handwritten letters should be written in blue or black ink. Letters must be current; written within the last 18 months. Additional letters by students may be included.

**Step 2: Due April 13 – This section of the application is completed only by semifinalists. Upon notification of becoming a semifinalist, you must complete the following:**

Each nominee, by submitting a packet, agrees to on-site visits by the Teacher of the Year Advisory Council. Additional interviews will be conducted with colleagues, students, administrators, parents, and local community leaders.

**1. *Community Involvement* – (one double-spaced page):**

- Beginning with the most recent, provide a bulleted list of 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.

**2. *Philosophy of Teaching* – (one double-spaced page):**

- Describe, in essay form, your personal feelings and beliefs about teaching, including your own ideas on what makes you an outstanding teacher.

**3. *The Teaching Profession* – (one double-spaced page):**

- Describe, in essay form, what you have done to strengthen and improve the teaching profession.

**4. *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, in essay form, what your primary message to New York State would be as the Teacher of the Year. If selected, your message will become a part of your platform and a major component of your speeches during your Year of Honor. Please be prepared to deliver a three-minute version of this speech, should you be selected as a finalist.

\*All statements should reflect the original work of the nominee and be written in the nominee’s voice.

## TIMETABLE FOR THE STATE TEACHER OF THE YEAR SELECTION PROCESS

1. Hard-copy applications are due to the New York State Education Department, Office of Curriculum and Instruction, 89 Washington Ave., Room 318 EB, Albany, New York 12234 **by: 5:00 p.m., Monday, February 2, 2015**. Nominations received after this deadline will not be considered.

**Electronic nominations are due by 5:00 p.m., Monday, February 2, 2015 to [toty@nysed.gov](mailto:toty@nysed.gov).** Nominations received after this deadline will not be considered.

2. In February and March 2015, the screening committee will evaluate all nominations received from **Step 1** and will forward these to the Teacher of the Year Advisory Council, where ten semifinalists' packets will be selected. If selected, the applicant will be asked to complete **Step 2 in the application process by 5:00 p.m., Monday, April 13, 2015**.
  - The screening committee will be composed primarily of persons whose backgrounds include teaching and will be selected by the New York State Education Department.
3. In April 2015, the Teacher of the Year Advisory Council will evaluate the packets of the ten semifinalists and select five finalists.

The Teacher of Year Advisory Council may consist of members representing, among others: New York State Association of Teacher Educators (NYSATE); New York Association of Colleges of Teacher Education (NYACTE); New York State United Teachers (NYSUT); United Federation of Teachers (UFT); State Administrators Association of New York State (SAANYS); New York State Association for Supervision & Curriculum Development (NYSASCD); New York State School Boards Association (NYSSBA); and New York State Congress of Parents and Teachers, Inc. (NYS PTA). The selection committee also includes the current Teacher of the Year. The prior Teacher of the Year is the chairperson of the selection committee.

4. In May 2015, subsequent to the announcement of finalists and prior to the interview process, the Teacher of the Year Advisory Council will conduct on-site visits. Interviews will be conducted with colleagues, administrators, parents, and local community leaders.
5. Also, in May 2015, the Teacher of the Year Advisory Council will conduct personal interviews, traditionally held in Albany, with each of the five finalists and select a Teacher of the Year.
6. In September 2015, the recipient will begin his or her tenure as the 2016 New York State Teacher of the Year.

7. The Commissioner of Education will nominate the 2016 New York State Teacher of the Year for consideration by the National Selection Committee for the 2016 National Teacher of the Year Award. Presented by VOYA Financial, the National Teacher of the Year program is a Council of Chief State School Officers project and is sponsored by Scholastic, Inc. The New York State Teacher of the Year Advisory Council will work with the New York State Teacher of the Year recipient to ensure that his or her nomination application materials are sent to the National Committee for consideration in the national competition.

**Nominating Deadline: Monday, February 2, 2015**

**Please return nomination packet to:**

NYS Education Department  
Office of Curriculum and Instruction  
89 Washington Avenue - Room 318EB  
Albany, NY 12234

**OR**

E-mail the completed nomination packet to [toty@nysed.gov](mailto:toty@nysed.gov)

Questions may be directed to (518) 474-5922 or [toty@nysed.gov](mailto:toty@nysed.gov)

**Anyone can nominate a teacher!**

**2016 NEW YORK STATE TEACHER OF THE YEAR APPLICATION  
BASIC DATA SHEET  
All fields are required**

<b>GENERAL INFORMATION</b>		
First Name:		Last Name:
Home Address:		
City:	State:	Zip Code:
Email:		Social Security # (last four digits):
Telephone (Preferred) Indicate: Residence/School/Cellular:	Telephone (Back-up) Indicate: Residence/School/Cellular:	

Name of School:	Years in Current Position:	Total Years of Teaching Experience Since Issuance of Teaching Certificate:
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Describe teaching assignment and current case load:

I learned about the NYS Teacher of the Year Program through:

Website  Brochure  Professional  Organizations  Colleagues  Other (Specify):

<b>SCHOOL BUILDING INFORMATION</b>		
Name of School Principal:		
School Address:		
City:	State:	Zip Code:
School Telephone #:	Principal E-mail:	
<b>SCHOOL DISTRICT INFORMATION</b>		
Name of School Superintendent:		

District Address:

City: State: Zip Code:

Superintendent Telephone #: Superintendent E-mail:

**PROFESSIONAL EXPERIENCE AND PREPARATION**

PREVIOUS EXPERIENCE (Please include dates, institutions, locations, and positions):

PROFESSIONAL PREPARATION (Please include dates, institutions, locations, and degree/credits):

**SIGNATURES**

**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. By signing this application, I hereby certify that:**

- all materials and statements in this application are true to the best of my knowledge
- all responses represent my original work

\_\_\_\_\_  
Print Name of Candidate

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

This nomination represents the collaborative planning by and has the support of groups within our school and community representing parents, students, educators, administrators, and community/business representatives.

\_\_\_\_\_  
Print Name of Nominator

\_\_\_\_\_  
Relationship to Nominee

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Principal

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Building Union Representative (Public School Only)

\_\_\_\_\_  
Signature of Building Union Representative (Public School Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Local Union President (Public School Only)

\_\_\_\_\_  
Signature of Local Union President (Public School Only)

\_\_\_\_\_  
Date

**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.**

\_\_\_\_\_  
Print Name of Superintendent

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date