

New York State Teacher of the Year Nomination Packet 2018

Deadline for applications is
Wednesday February 1, 2017

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University

Table listing Regents of The University with names, degrees, and locations. Includes Betty A. Rosa (Chancellor), T. Andrew Brown (Vice Chancellor), James R. Tallon, Jr., Roger Tilles, Lester W. Young, Jr., Christine D. Cea, Wade S. Norwood, Kathleen M. Cashin, James E. Cottrell, Josephine Victoria Finn, Judith Chin, Beverly L. Ouder Kirk, Catherine Collins, Judith Johnson, Nan Eileen Mead, Elizabeth S. Hakanson, and Luis O. Reyes.

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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 exemplary teachers to serve as ambassadors for New York State teachers. Of these 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 47th 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;
- have permanent or professional teaching certification within his or her current teaching area and work directly with students in a New York State 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 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 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 up to 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, the Letter of Introduction, followed by the materials required in Sections C and D. **All materials must arrive together, as one packet.**

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 together, as one packet, on or before the February 1, 2017 deadline. Materials submitted after the deadline will not be accepted.**

In February and March 2017, the screening committee will review 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 applicants to complete Step 2 in the application process. Step 2 applications are due by 5:00 p.m., Friday March 31, 2017.

For additional procedures and dates, please see the "TIMETABLE FOR THE STATE TEACHER OF THE YEAR SELECTION PROCESS" beginning on page 8.

Required Information

***All applicants must complete Step 1 of the application. Applications must be typed and completed by the applicant. Up to ten applicants will be identified and asked to complete Step 2 of the application process.**

Step 1: Due February 1

A. Completed Basic Data Sheet

*See attached.

B. Letter of Introduction

The *Letter of Introduction* should be prepared and signed by the current 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 *Letter of Support* from an administrator (see "D" below) must be from a different administrator.

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* – (two double-spaced pages):

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

4. *Education Issues and Trends* – (two double-spaced pages):

- Describe, in essay form, what you consider to be a major public education issue today. Describe why this is important to you, and how you are addressing this from your classroom. 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 signed letters of support, each a maximum of one page, must be provided; one from a 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 written within the last 12 months. One additional letter by a student/former student may be included.

Step 2: Due March 31 – This section of the application is completed only by those identified as Step 2 applicants.

Each nominee submitting a Step 2 packet agrees to an on-site visit by members of the Teacher of the Year Advisory Council if they are selected to move forward as a Step 3 applicant. Site visits include a classroom observation and interviews. Interviews will be conducted with the nominee and may be conducted with colleagues, students, administrators, parents, and/or local community leaders.

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

- Beginning with the most recent, provide a bulleted list (including dates of involvement) 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* – (two double-spaced pages):

- 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* – (two double-spaced pages):

- 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, EBA 860, 89 Washington Ave., Albany, New York 12234 **by: 5:00 p.m., Wednesday, February 1, 2017.**

Electronic nominations are due **by 5:00 p.m., Wednesday, February 1, 2017** to toty@nysed.gov.

Nominations received after this deadline will not be considered.

2. In February and March 2017, the screening committee (selected by the New York State Education Department and composed primarily of persons whose backgrounds include teaching) will review all nominations received from **Step 1** and will forward these to the Teacher of the Year Advisory Council where, following an evaluation process, up to ten Step 2 applicants will be selected. Those identified applicants will be asked to complete **Step 2 in the application process by 5:00 p.m., Friday, March 31, 2017.**
3. In April 2017, the Teacher of the Year Advisory Council will evaluate the packets of the Step 2 applicants and select applicants to move to Step 3.

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) and several Teachers of the Year from past years.

4. In May 2017, following the identification of the Step 3 applicants, the Teacher of the Year Advisory Council will conduct on-site visits. Site visits for Step 3 applicants will include a classroom observation, an interview with the applicant, and interviews with individuals from among the following: colleagues, administrators, parents, and students.
5. On May 24, 2017, the Teacher of the Year Advisory Council will conduct personal interviews, traditionally held in Albany, with applicants identified following the site visits. The 2018 Teacher of the Year and Finalist(s) will be identified on or around July 1, 2017.
6. In September 2017, the Board of Regents will announce the 2018 New York State Teacher of the Year and Finalist(s).

7. The Commissioner of Education will nominate the 2018 New York State Teacher of the Year for consideration by the National Selection Committee for the 2018 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.

New York State Teacher of the Year Application Deadline: Wednesday, February 1, 2017

Please return nomination packet to:

Teacher of the Year Program
NYS Education Department
Office of Curriculum and Instruction
89 Washington Avenue – EBA 860
Albany, NY 12234

OR

E-mail the completed nomination packet to toty@nysed.gov

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

Anyone can nominate a teacher!

**2018 NEW YORK STATE TEACHER OF THE YEAR APPLICATION
BASIC DATA SHEET
All fields are required**

GENERAL INFORMATION		
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):

SCHOOL BUILDING INFORMATION		
Name of School Principal:		
School Address:		
City:	State:	Zip Code:
School Telephone #:	Principal E-mail:	
SCHOOL DISTRICT INFORMATION		
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, NY teaching certifications held and degree/credits):

SIGNATURES REQUIRED

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 Current Principal of Nominee

Signature of Current 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