2019 Mississippi Teacher of the Year Program

Nomination Guidelines and Application



***Sponsored by***

# **Mississippi Department of Education**

# **Office of Teaching and Leading**

**P.O. Box 771 - Jackson, MS 39205-0771
Phone: 601-359-3631
Website:** [www.mdek12.org/OTL](http://www.mdek12.org/OTL)



**The State Program Overview**

The Mississippi Teacher of the Year Program (MTOY) recognizes outstanding performance by our public school teachers. Each local school district may nominate one teacher for the state title. The 2019 Mississippi Teacher of the Year must be a **certified classroom teacher** (K‑12 standard license) in a state-accredited public school who plans to **teach** next year. The teacher should have a superior ability to inspire students, possess leadership capabilities and be an active member of the community.

Official applications and instructions are sent to each district's central office. The Teacher of the Year application, signed by the school principal, superintendent, and the candidate is returned to the Office of Teaching and Leading for scoring. Four finalists (one from each Congressional District) will be chosen. The teacher selected as the Mississippi Teacher of the Year will be the state's nominee for National Teacher of the Year the following year.

**The Rules**

* The Mississippi Teacher of the Year Program is open to all **certified classroom teachers** in grades K‑12 who **teach** in state-accredited public schools and plan to teach the following year. Administrators, supervisors, college, and university professors are not eligible.
* Each school district is allowed only one entry.
* All nominations must be typed and signed by the **principal** and **superintendent.**
* Please complete all sections of the application and submit the following as a complete packet:
* **Part I – Application**
* **Part II – Resume**
* **Part III – Professional Biography**
* **Part IV – Four (4) Response Questions**
* **Part V – Three (3) Letters of Support**
* **One orignal and four (4) stapled copies of the application packet**
* Applications **(the original application and 4 stapled copies)** must be submitted by the close of business on **Friday, January 11, 2019.** Faxed entries *will not be accepted***. Please do not include a photograph and only submit the items listed above.**

**Please send the complete packet via postal mail to:**

**Mississippi Department of Education**

**Office of Teaching and Leading**

**P.O. Box 771**

**Jackson, Mississippi 39205-0771**

* Upon entering the program, the superintendent agrees to allow his/her local nominee to serve on the 2020 Selection Committee, should the teacher be chosen as the 2019 Mississippi Teacher of the Year. The superintendent also agrees to allow the teacher time out of his/her classroom to make official appearances as state Teacher of the Year. The superintendent shall agree to release the teacher to participate in the Mississippi Teacher of the Year Awards Program. The district agrees to designate a substitute on these occasions.
* If the Mississippi Teacher of the Year (MTOY) is selected as the **National Teacher of the Year**, his/her district agrees to release the teacher from classroom responsibilities for one year to serve as spokesperson and advocate for the teaching profession.
* The decision of the Mississippi Teacher of the Year Selection Committee is final. Failure to comply with any of these rules results in disqualification.

**The Local Program**

Local districts are free to conduct their programs in the way that works best for them as long as the rules that apply to the state and national programs are followed.

**The Expectations**

The Mississippi Teacher of the Year represents all of the outstanding teachers in Mississippi. The teacher serves as an ambassador for the profession as well as a spokesperson for teachers. The MTOY program provides enriching experiences for the selected teachers. The following are examples of opportunities available to the MTOY:

* Present his/her platform for the year served,
* Attend workshops and seminars designed to promote their teacher's platform,
* Represent the Mississippi Department of Education (MDE ) at workshops and conferences,
* Chair committees and task forces to support teaching and learning,
* Assist in the recruitment and retention of teachers in the profession,
* Present his/her area of expertise at workshops and conferences.

**The Awards**

The Mississippi Teacher of the Year Program provides the following awards:

* A $5,000.00 salary supplement from the MDE for their year of service.
* Formal statewide recognition by MDE.

**CONGRESSIONAL DISTRICT MAP**



**2019 Mississippi Teacher of the Year Program Timeline**

**(Tentative)**

|  |  |
| --- | --- |
| ***Date(s)*** | ***Activity*** |
| October 2018 | 2019 Teacher of the Year nomination application emailed to district superintendents. The application is available on the Mississippi Department of Education, Office of Teaching and Leading webpage: <https://www.mdek12.org/OTL/OTC/recognition>  |
| January 11, 2019 | The original application and 4 stapled copies must be submitted to the Mississippi Department of Education, Office of Teaching and Leading. *Faxed entries will not be accepted.*  |
| February 2019 | A Letter of Congratulations and luncheon registration form will be emailed to nominees. |
| February 2019 | 2019 Mississippi Teacher of the Year Selection Committee will meet to select the four Congressional District Finalists. |
| March 1, 2019 | Registration deadline for Awards Luncheon |
| TBD | Congressional District Finalists Interviews |
| March 29, 2019 | Mississippi Administrator and Teacher of the Year Awards Luncheon (Jackson Convention Center) |

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| 2018-2019 Mississippi Teacher of the Year Application  |

**Please Type**

**Part I**

| **Employment Information** |
| --- |
| \_\_\_Mr. \_\_\_Mrs. \_\_\_Ms. \_\_\_Dr. | Nominee Name: |
|

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| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
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Congressional District:  Select One (X) |
| School District: | County: |
| School Name: |
| School Address: |
| City: | State: | Zip Code: |
| Phone: | Fax: |
| School’s Website Address: |
| National Board Certified Teacher: **\_\_\_\_\_** Yes **\_\_\_\_\_** No **\_\_\_\_\_** In Progress |
| Current Subject(s):Subject(s) Taught: | Current Grade(s):Grade(s) Taught: |
| Total Years Teaching Experience: | Years in Present Position: |
| **Candidate’s Personal Information** |
| Home Address: |
| City: | State: | Zip Code: |
| Cell Phone: | Home Phone: |
| Work Email: |
| Alternate Email: |
| Twitter Handle (if applicable): |
| Facebook Profile (if applicable): |
| Instagram Profile (if applicable): |
| Other Social Media Profile (if applicable): |
| **For Publicity Purposes Only** |
| Spouse’s Name (if applicable): |
| Spouse’s Occupation (if applicable): |
| Enter Children’s Name Below (if applicable): | Ages | School or Occupation |
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| **Professional Information** |
| Please list all professional association memberships in which you are **currently** active (i.e. AFT, NEA, etc.): |

**School Principal**

Name Title

Principal’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name

School Address

City State Zip Code Telephone

*I acknowledge that the nominee submits this application with my approval and that if the nominee is selected as the Mississippi and/or National Teacher of the Year, he or she will have additional travel responsibilities during the year of recognition.*

**Signature of School Principal**  \_\_\_\_\_ **Date**

**School District Superintendent**

Name Title

Superintendent’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Address

City State Zip Code Telephone

*I acknowledge that the nominee submits this application with my approval and that if the nominee is selected as the Mississippi and/or National Teacher of the Year, he or she will have additional travel responsibilities during the year of recognition.*

**Signature of District Superintendent**  **Date**

**Teacher of the Year Candidate**

*I hereby give my permission that any or all of the attached materials (other than home address and telephone) may be shared with persons interested in promoting the Mississippi Teacher of the Year Program. I acknowledge if I am selected as the Mississippi and/or National Teacher of the Year, I will have additional travel responsibilities during the year of recognition.*

**Signature of Candidate**  **Date**

**Instructions for Required Documents**

**Please review the instructions for each item to ensure that all details/requirements are included for a complete application packet.**

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| --- | --- |
|  | ITEM DESCRIPTION/INSTRUCTIONS |
| Application (Part I) | Complete the application and include the following signatures:* School Principal
* School District Superintendent
* Candidate
 |
| Resume (Part II) | Attach a formatted resume that includes the following components:* Education (colleges and universities attended)
* Certifications
* Teaching Experience
* Teacher Leadership
* Awards and Other Recognition

Include the year(s) and/or time frames where appropriate. |
| Professional Biography(Part III) | Complete a professional biography in 3rd person. The professional biography should include the following details and **should not be more than 500 words (double-spaced), 1 inch margins, and 12 point font size**:* Heading that includes candidate name and school district
* Personal philsophy of education and teaching
* Community Involvement
* Your greatest contribution and accomplishments while in the profession
* Evidence (quantitative or qualitative) of student achievement
 |
| 4 Response Questions(Part IV) | Respond to the four questions located on Pages 11-14 of the application. Each response **should not be more than 500 words (double-spaced)**. |
| Letters of Support(Part V) | Include three **(3)** different letters of support from any of the following: superintendent, principal, administrator, colleague, student/former student, parent or civic leader. **Submit all letters with the application. Letters should be one page in length and double-spaced between the paragraphs. Letter details should include:*** Candidate contribution to student success
* Achievement in and outside the classroom, or other specific evidence
* Candidate’s qualifications to become Mississippi’s 2019 Teacher of the Year.
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**Note:** **The above instructions and the Evaluation Rubric/Rating form is a guide for the candidate. Please do not return the instructions and the rubric rating form with your application packet. Return only the required documents (Part I, II, III, IV, V).**

**2018-2019 Mississippi Teacher of the Year Application**

**Part II: Resume**

**2018-2019 Mississippi Teacher of the Year Application**

**Part III: Professional Biography (Complete in 3rd Person)**

**2018-2019 Mississippi Teacher of the Year Application**

**Part IV: Response Questions 1-4**

1. Describe a lesson that defines you as a teacher. How did you engage all students in learning and, how did the learning influence your students? How are your beliefs about teaching demonstrated in the lesson you described?
2. How do you ensure that your students are connected to the world around them? What strategies do you incorporate in the classroom to promote real world learning for students?
3. Provide specific examples of how you incorporate measures to improve student achievement in your classroom for all students. Explain, using specific evidence, your instruction and its impact on student learning outcomes.
4. If you are chosen as the ***2019 National Teacher of the Year***, what would be your message? What will you communicate to the profession as a whole and to your colleagues? What will you communicate to the general public?

**2018-2019 Mississippi Teacher of the Year Application**

**Part V: Three (3) Letters of Support**

**EVALUATION RUBRIC/RATINGS**

Each candidate will be rated on the components of the application. The following rubric will be used to evaluate each candidate’s **completed** application. Incomplete applications will not be reviewed. Each candidate may receive up to **28 total points**. If there are candidates who are tied for the highest number of points in the same congressional district, they may be asked for additional information to break the tie.

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| **RESUME** |
| **□ 1 POINT** Resume is poorly organized. One or more of the required components are missing and/or includes significant gaps in the professional timeline. Resume contains spelling, grammar or formatting errors that make it difficult to read. White space is poorly distributed and leaves some components lacking useful detail and others crowded with unnecessary text. |
| **□ 2 POINTS** Resume is somewhat fairly organized and includes all required components. Components are lacking a comprehensive view of the educator. Resume contains some spelling, grammar or formatting errors.  |
| **□ 3 POINTS** Resume is organized well. All components are included; however, some lack important details. White space usage is somewhat well-distributed. |
| **□ 4 POINTS** Resume is exceptional. It is well-organized and demonstrates clear details of the teacher’s Education, Certifications, Teaching Experience(s), Leadership, Awards and Other Recognition. Resume uses white space adequately and includes thorough and succinct explanations for each component. |
| **COMMENTS:** |
| **PROFESSIONAL BIOGRAPHY** |
| **□ 1 POINT** Professional Biography is poorly organized. Responses do not provide a comprehensive nor succinct view of the teacher’s personal philosophy of education and teaching, community involvement, his/her greatest contribution and accomplishments, nor evidence of student achievement. No evidence is presented to support the required elements. |
| **□ 2 POINTS** Professional Biography is somewhat organized. Responses provide little view on the teacher’s philosophy of education and teaching, community involvement, greatest contribution and accomplishments, and evidence of student achievement. Little evidence is included to support these elements. |
| **□ 3 POINTS** Professional Biography is well organized. Responses provide an adequate view of the teacher’s philosophy of education and teaching, community involvement, greatest contribution and accomplishments, and evidence of student achievement. Ample evidence is included to support these elements. |
| **□ 4 POINTS** Professional Biography is exceptionally organized and detailed. A comprehensive view of the teacher’s philosophy of education and teaching, community involvement, greatest contribution and accomplishments, and evidence of student achievement is provided. Extensive evidence is provided for these elements and are directly tied to student success. |
| **COMMENTS:** |
| **RESPONSE QUESTION #1: Describe a lesson that defines you as a teacher. How did you engage all students in learning and how did the learning influence your students? How are your beliefs about teaching demonstrated in the lesson you described?** |
| **□ 1 POINT** Responses do not address all questions asked. The teacher does not provide a succinct and/or clear response to each question item. Details are lacking. |
| **□ 2 POINTS** Responses address questions, but are not succinct. Teacher provides little to no evidence in addressing the questions.  |
| **□ 3 POINTS** Responses address all questions and are specific. Details are presented for each item and evidence is provided.  |
| **□ 4 POINTS** Responses comprehensively address each item. Teacher provides substantial specifics in the responses and detailed descriptions. Substantial evidence is provided for each of the questions. |
| **COMMENTS:** |
| **RESPONSE QUESTION #2: How do you ensure that your students are connected to the world around them? What strategies do you incorporate in the classroom to promote real world learning for students?** |
| **□ 1 POINT** Responses do not address all questions asked. The teacher does not provide a succinct and/or clear response to each question item. Details are lacking. |
| **□ 2 POINTS** Responses address questions, but are not succinct. Teacher provides little to no evidence in addressing the questions.  |
| **□ 3 POINTS** Responses address all questions and are specific. Details are presented for each item and evidence is provided.  |
| **□ 4 POINTS** Responses comprehensively address each item. Teacher provides substantial specifics in the responses and detailed descriptions. Substantial evidence is provided for each of the questions. |
| **COMMENTS:** |
| **RESPONSE QUESTION #3: Provide specific examples of how you incorporate measures to improve student achievement in your classroom. Explain, using specific evidence, your instruction and its impact on student learning outcomes.** |
| **□ 1 POINT** Responses do not address all questions/statements asked. The teacher does not provide a succinct and/or clear response to each question item. Details are lacking. |
| **□ 2 POINTS** Responses address questions, but are not succinct. Teacher provides little to no evidence in addressing the questions.  |
| **□ 3 POINTS** Responses address all questions and are specific. Details are presented for each item and evidence is provided.  |
| **□ 4 POINTS** Responses comprehensively address each item. Teacher provides substantial specifics in the responses and detailed descriptions. Substantial evidence is provided for each of the questions. |
| **COMMENTS:** |
| **RESPONSE QUESTION #4: If you are chosen as the 2019 National Teacher of the Year, what would be your message? What will you communicate to the profession as a whole and your colleagues? What will you communicate to the general public?** |
| **□ 1 POINT** Responses do not address all questions asked. The teacher does not provide a succinct and/or clear response to each question item. Details are lacking. |
| **□ 2 POINTS** Responses address questions, but are not succinct. Teacher provides little to no evidence in addressing the questions.  |
| **□ 3 POINTS** Responses address all questions and are specific. Details are presented for each item and evidence is provided.  |
| **□ 4 POINTS** Responses comprehensively address each item. Teacher provides substantial specifics in the responses and detailed descriptions. Substantial evidence is provided for each of the questions. |
| **COMMENTS:** |
| **3 LETTERS OF SUPPORT** |
| **□ 1 POINT** All letters are brief and provide little evidence about the candidate’s qualifications to become Mississippi’s 2018-2019 Teacher of the Year. |
| **□ 2 POINTS** At least two of the letters are brief, but provide a description of the candidate’s qualifications for Mississippi’s 2018-2019 Teacher of the Year. |
| **□ 3 POINTS** Some or all of the letters are 1 page in length and provides a description of the candidate’s qualifications for Mississippi’s 2018-2019 Teacher of the Year. Letters also provide specifics and evidence regarding the candidate. |
| **□ 4 POINTS** Letters are 1 page in length and provide detailed and substantiated descriptions of the candidate including his/her contribution to student success, achievement in and outside the classroom, or other specific evidence. Letters also provide a compelling view of the candidate’s qualifications to become Mississippi’s 2019 Teacher of the Year.  |
| **COMMENTS:**  |
| **FINAL SCORE** |
| ***Tally the Points allotted in each of the sections. This is the candidate’s final score. The highest total any candidate may earn is 28 Points.*** | **CANDIDATE’S TOTAL** |