## About the Teacher of the Year Program

The Teacher of the Year Program recognizes the contributions of a certified classroom teacher in kindergarten through grade twelve. There are three awards for which a teacher may be eligible:

* **District** Teacher of the Year (DTOY)
* **Wyoming** Teacher of the Year (WTOY)
* **National** Teacher of the Year (NTOY)

Each DTOY awardee is eligible to be considered for the WTOY award. Candidates wishing to be considered for both the DTOY and WTOY awards must complete this application in its entirety.

IMPORTANT: This application is used in the selection of the DTOY, WTOY, and NTOY. The **school district** will forward the application of its successful DTOY candidate to the Wyoming Department of Education (WDE) no later than ***Monday, May 8, 2017***. Upon receipt of this application **from the school district**, the DTOY will be considered for the WTOY award.

**DTOY Selection Process**

Each school district may determine its own nomination and review process. A teacher can be nominated from each school in the district, or districts may choose to nominate teachers from one small, one medium, and one large school within the district. The method for selecting candidates is entirely up to the district, and teachers can be nominated by parents, students, colleagues, principals, and so on. The DTOY review committee may consist of building principals, district superintendents, colleagues, student organizations, building staff/faculty, general public, and local legislators (relatives of the DTOY candidates should be excluded from the review process). ***Districts must submit the 2018 DTOY Submission Form along with all of the contents of this application to the WDE no later than Monday, May 8, 2017***. Only the application for the DTOY awardee should be forwarded to the WDE. The DTOY awardees from each district will be considered for the WTOY award. The WTOY awardee from each state will be considered for the NTOY award. The timeline and selection process for the WTOY and NTOY awards is detailed in this application packet.

**Duties & Responsibilities of the WTOY**

The successful candidate who will serve as the Wyoming Teacher of the Year must maintain his/her current employment position. If the WTOY is selected as the National Teacher of the Year, *they will be released from classroom responsibilities during the year of national recognition*.

Being named Wyoming Teacher of the Year comes with significant responsibility--representing the teaching profession in Wyoming.

The Teacher of the Year acts as:

* A liaison between the teaching community, Wyoming Legislature, Wyoming Department of Education, districts and communities.
* An education ambassador to businesses, parents, service organizations, and media.
* A resource on the state of the profession; to be available for workshops and conferences around the state.
* An education leader involved in teacher forums and education reform.

The Wyoming Teacher of the Year is also expected to attend both state and national events such as education meetings, conferences, and workshops.

Since the Wyoming Teacher of the Year will be requested to attend many events and make speeches during the year, they must be poised, articulate, and have the energy to withstand a busy schedule.

Wyoming’s Teacher of the Year automatically becomes the nominee for the **National Teacher of the Year Program**, which is a project of the Council of Chief State School Officers.

## Selection Criteria for WTOY

A candidate for Wyoming Teacher of the Year (WTOY) is a **district** TOY who teaches pre-kindergarten through grade twelve, who is planning to continue in an active teaching status.

The candidate for WTOY has the respect and admiration of their colleagues and:

1. is an expert in their field who guides students of all backgrounds and abilities to achieve excellence,
2. collaborates with colleagues, students, and families to create a school culture of respect and success,
3. deliberately connects the classroom and key stakeholders to foster a strong community at large,
4. demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning, and
5. expresses themselves in an engaging and articulate way.

**Contents of a complete application packet**

To be considered for the WTOY award, the following items must be submitted to the WDE\* by the deadline specified in the next section:

* Sections 1, 3, & 4 of this application
  + Section 1: Basic Information
  + Section 3: Parts A, B, & C
  + Section 4: Three Recommendation Letters

**\*DTOY candidates submit Sections 1, 3, & 4 to their *school district*. The school district submits Sections 1, 3, & 4 of its DTOY awardee to the WDE.**

**Incomplete application packets and late submissions will not be considered for the WTOY or NTOY award.**

## Timeline and Selection Process

**WHEN WHAT**

|  |  |
| --- | --- |
| By a deadline *established by your local school district* | Submit this application to the point person(s) who facilitates the TOY program in your district. |
| May 8, 2017 | Each local school district submits this application and the 2018 DTOY Submission Form for its DTOY awardee to the WDE. All DTOY awardees become candidates for the WTOY award. |
| May through September 2017 | WDE Team moves through its selection process for WTOY. |
| No later than October 2, 2017 | Each participating district announces its DTOY awardee. The local school district may choose to announce its DTOY *any time before this date* *but no later than this date*.  *Please note: a DTOY that becomes a finalist for WTOY will be notified sometime between May and August.* |
| No later than October 9, 2017 | 2018 WTOY awardee is announced by the WDE. |
| November 2017 | Monetary awards for the DTOYs and WTOY are processed\*: $4,000 to the WTOY; $800 to top four (4) DTOYs; $450 to all other DTOYs |
| November 2, 2017 | Application for the National Teacher of the Year (NTOY) award is due. *This is submitted by the WDE on behalf of the WTOY*. |
| November through December 2017 | The National Selection Committee moves through its selection process for NTOY. |
| January 2018 | Four NTOY finalists, their state superintendent, and state teams of the four states selected will be notified by the Council of Chief State School Officers (CCSSO). |
| March 2018 | The four NTOY finalists will be brought to Washington, D.C., where they will meet with the Selection Committee in a variety of situations, including individual interviews. |
| April/May 2018 | The 2018 National Teacher of the Year will be announced and honored in Washington, DC. |

*\*Award amounts became effective in August 2016. Award amounts are contingent upon availability of state funding.*

**Application begins on next page.**

## Section 1: Basic Information

*The information on this page will not be shared with the National Selection Committee. It is used for program contact information.*

**PLEASE TYPE IN THE BOXES BELOW:**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Preferred Name** |  |
| **Personal Address (full)** |  |
| **Personal Phone #** |  |
| **Personal Email\*** |  |
| **School District Name** |  |
| **District Superintendent Email** |  |
| **District Address (full)** |  |
| **School Name** |  |
| **School Principal Name** |  |
| **School Principal Email** |  |
| **Subject Area(s) taught** |  |
| **Grade Level(s) taught** |  |

*\*The NTOY program coordinators will correspond with you using your personal email due to security and spam filters on school and district emails. Please be sure it is up to date!*

*In the event you are selected for the WTOY award, you will also need to attach a headshot (color, portrait orientation, 300 ppi, .jpg format)*

**Section 2: Demographic Information (applicable only if selected as the Wyoming Teacher of the Year)**

*The following information is required, but will have* ***no bearing*** *on your selection for the National Teacher of the Year. It is collected for informational purposes only and will not be shared with NTOY Selection Committee Members.*

|  |  |
| --- | --- |
| **District Size**  **(# of students)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **School Size**  **(# of students)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Years of teaching (total)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Years in current position** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Twitter handle (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Facebook profile (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Instagram profile (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Personal blog site (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Personal website (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Other social media (optional)** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |
| **Do you speak a language other than English fluently?** | Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information. |

**Professional Association Memberships *(write in all that apply)***

Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information.

NEA

AFT

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am a National Board Certified Teacher:**

Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information.

Yes

No

Currently in progress

**School Demographics (*select all that apply)***

Do not answer unless selected as WTOY. In the event that you are selected as the WTOY awardee, the WDE will contact you for this information.

Public

Charter

Suburban

Rural

Urban

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Resume and Narrative (Parts A, B, and C)**

*Please complete this section on a separate document, formatted no less than 10 point font, double-spaced with ½ inch margins*

Part A: Resume

*Please include your resume in a* ***separate*** *document to accompany this application. Resumes should not exceed two pages. Required categories are as follows:*

* Education
* Certifications
* Experience
* Leadership
* Awards & Other Recognition

Part B: Professional Biography

*Please complete your professional biography on a* ***separate*** *document to accompany this application. Write your professional biography in* ***3rd person****, as this will be used in promotional materials for WTOY and NTOY speaking opportunities and engagements. By completing this section, you agree that your biography and headshot can be used in WTOY and NTOY materials. (maximum 250 words)*

Part C: Response Questions

*Respond to the following questions on a* ***separate*** *document to accompany this application. Highlight your personal story, and why you believe you should be the 2018 Teacher of the Year. Please do not include external links. Maximum word counts are indicated in parenthesis.*

1. Describe a lesson or unit that defines you as a teacher. How did you engage all students in the learning and how did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? *(maximum 750 words)*
2. Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you involve others, and where is this project today? Please include evidence of student impact. *(maximum 500 words)*
3. How do you ensure that education transcends the classroom? Describe specific ways in which you connect your students and the community. Please include evidence of student impact. *(maximum 500 words)*
4. What do you consider to be a major public education issue today? Describe why this is important to you, and how you are leading from your classroom. *(maximum 500 words)*
5. As the 2018 National Teacher of the Year, you serve as a spokesperson and representative for teachers and students. What is your message? What will you communicate to your profession and to the public? *(maximum 750 words)*

**Section 4: Supporting Evidence**

*Attach* ***3*** *recommendations that support why you should be the 2018 Teacher of the Year. At least one of these must be a recommendation from a parent, colleague, administrator, or student and each letter should not exceed one page in length.*

**Section 5: Signature Page (applicable only if selected as the Wyoming Teacher of the Year)**

1. The State TOY Coordinator will send a Signatures Page (separate form) to the WTOY awardee.
2. The WTOY will sign and also obtain signatures from the school principal and district superintendent, and return the form back to the State TOY Coordinator no later than **October 16, 2017**.
3. The State TOY Coordinator will sign and also obtain signatures from the State Superintendent of Public Instruction.
4. The State TOY Coordinator will send a copy of the entire application packet for review by the WTOY awardee. After the WTOY has approved the final application packet, the State TOY Coordinator will make any revisions from the teacher and submit it to the NTOY committee.

**Submission Instructions**

1. This application packet *in its entirety* must be submitted by the candidates to their local school districts in a manner and timeline established by the local school district.
2. Local school districts will **mail** the entire application packet of its DTOY awardee along with the 2018 DTOY Submission Form to the WDE no later than **May 8, 2017**.

Wyoming Department of Education

Attention: Robin Grandpre

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002

1. The WDE will contact the successful candidate and provide the signature page, the W-9 for New Vendor form, and the WY Vendor Management Packet to the WTOY award no later than **October 9, 2017**.
2. The WTOY will **email** this application, including all relevant sections and accompanying documents, as well as the signature page and tax forms to the WDE no later than **October 16, 2017**.

Email packet to: <robin.grandpre1@wyo.gov>

1. The WDE Teacher of the Year coordinator will submit the WTOY’s application to CCSSO for consideration of the NTOY award no later than **November 2, 2017**.

**WDE Contact Information**

For questions about the Teacher of the Year Program, please contact Robin Grandpre at <robin.grandpre1@wyo.gov> or (307) 777-5315.