

# 2019 Teacher of the Year Application Information

## Wyoming Teacher of the Year

### Teacher of the Year Program

The Teacher of the Year (TOY) Program recognizes the contributions of a certified classroom teacher in pre-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:** The TOY application is used in the selection of the DTOY, WTOY, and NTOY. The DTOY candidate must complete the electronic application and submit it to the Wyoming Department of Education (WDE) no later than **Friday, June 15, 2018**. Upon receipt of this application, the DTOY will be considered for the WTOY.

### DTOY Selection Process

Each school district determines its own nomination and review process. Teachers 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 determined by 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 are no longer required to submit their DTOY selection process to the WDE.**

DTOY applicants must submit their own application to the WDE no later than **Friday, June 15, 2018**. Only the application for the DTOY awardee should be submitted to the WDE. Only one (1) application per district will be accepted.

The DTOY awardees from each district will be considered for the WTOY award. Additionally, the WTOY awardee will be considered for the NTOY award. The timeline and selection process for the WTOY and NTOY awards is detailed in this application information packet.

### Duties & Responsibilities of the WTOY

The successful candidate who serves 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 the significant responsibility of representing the entire teaching profession in Wyoming.

The WTOY acts as:

- A liaison between the teaching community, Wyoming Legislature, WDE, 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 across the state.
- An education leader involved in teacher forums and education reform.

The WTOY is expected to attend both state and national events such as education meetings, conferences, and workshops. Since the WTOY will be requested to attend many events and make presentations and speeches during the year, they must be poised, articulate, and have the energy to withstand a busy schedule.

The WTOY automatically becomes the nominee for the **NTOY Program**, which is a project of the [Council of Chief State School Officers](#).

### **Selection Criteria for WTOY**

A candidate for WTOY is a **DTOY** 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**

Districts may submit one (1) DTOY to be considered for the WTOY award. The DTOY must submit their complete electronic\* application to the WDE by the deadline.

The following items must be submitted electronically\* to the WDE by the deadline:

- Section 1: Teacher Information
- Section 2: District Information
- Section 3: School Information
- Section 4: Resume
- Section 5: Professional Biography
- Section 6: Response Questions
- Section 7: Three Recommendation Letters

\*If you or your district is unable to submit the application electronically, you must let the WDE TOY Coordinator know prior to the application deadline to make other arrangements.

**Incomplete application packets and late submissions will NOT be considered for the WTOY or NTOY award. Please note that sections that go over the maximum word/page requirement may lose points.**

Additional information will be requested of the WTOY for the submission of the NTOY application. The WDE TOY Coordinator will reach out for this information once the WTOY is selected.

## **DTOY Payment Process**

Each DTOY that applies to be the WTOY will receive a monetary award\*. In order to receive the award each DTOY must submit the application for WTOY **AND** complete both a W-9 and the Vendor Management Packet. Both documents can be found [here](#). Both documents must be completed and received by September 1, 2018 to process payments.

\*Award amounts are contingent upon the availability of state funding.

## **Direct Deposit**

If you want your award to be automatically deposited into your bank account, you will need to complete Part 2 of the Vendor Form. You will also need to include a voided check. Original paperwork with signatures with the vendor form and voided check must be **mailed** to the WDE.

Please mail completed forms to:

Wyoming Department of Education  
Att: Robin Grandpre  
Hathaway Building, 2nd Floor  
2300 Capitol Ave.  
Cheyenne, WY 82002

If you do not wish to receive direct deposit but instead have a check mailed to you, you may skip Part 2 of the vendor form and electronically submit your signed vendor form and W-9. Please email these forms directly to [robin.grandpre1@wyo.gov](mailto:robin.grandpre1@wyo.gov).

**\*\*Please note that your name must match EXACTLY on both the vendor form and W-9 in order to be accepted by the State of Wyoming.**

## **WTOY Selection Process**

All DTOY applications received by the deadline will go to the WDE selection panel for review. Scoring of each application will be based on this [rubric](#). The selection panel will individually score each application. The WDE TOY Coordinator will compile all scores to have the top five applications become finalists.

Finalists will submit a video of themselves teaching with the guidelines listed below. *Please note that this step is only for those who make it to the top five finalists.*

The finalists will also be schedule for virtual interviews where the entire selection panel will ask finalists questions about their teaching style and practices. The questions for this interview will **NOT** be given out ahead of time.

The selection panel will score both the finalist videos and interviews individually. Scores will be combined to select the Wyoming Teacher of the Year. If there is a tie, the selection panel will meet to discuss and select a winner as a team.

## Finalist Teaching Video

The top five finalists will be required to submit a video of themselves teaching. The video should demonstrate the teacher's instructional ability. Videos will be scored by the selection panel using this [rubric](#).

### Teaching Video Lesson

- The video should not exceed 30 minutes in length.
- Videos may be edited.
- Begin the video stating the lesson objective and expected outcomes.
- Showcase a segment where student learning is maximized.
- Include evidence of teacher instruction and student work.
- Include the lesson closure.
- Have fun!

### Video Lesson and Upload

- **Before** filming, collect student video waivers to keep on file at the school.
- Identify someone with suitable videotaping skills (ask your IT or communications Department for help).
- Conduct a trial run, if possible, to test audio and video quality.
- Create the video, edit, and upload the video, preferably to YouTube. (Be sure video link is marked private. It is encouraged to have a friend test the link before submitting.)
- Submit the link to the WDE TOY Coordinator at [robin.grandpre1@wyo.gov](mailto:robin.grandpre1@wyo.gov).

## NTOY Application and Necessary Approvals

If selected as the WTOY the following process and approvals are required for the NTOY application.

1. The WDE TOY Coordinator will reach out to the WTOY to update any needed information for the NTOY application.
2. The WDE TOY Coordinator will complete the electronic NTOY for the WTOY.
3. The WDE TOY Coordinator will send an acknowledgement and electronic signature request to:
  - a. the State Superintendent of Public Instruction
  - b. the WTOY District Superintendent
  - c. the WTOY Principal
4. The WDE TOY Coordinator will send a copy of the entire application packet for review by the WTOY awardee. The WTOY will need to thoroughly read and review the application. The WDE TOY Coordinator will make any revisions requested. Once the WTOY has approved the final application packet, the WTOY will electronically sign off to approve the application.
5. Once all necessary approvals have been received, the WDE TOY Coordinator will submit the NTOY application.

## Timeline and Selection Process

Timeline	Description
By a deadline <u>established by your local school district</u>	Complete any needed paperwork required by your district to apply for the Wyoming Teacher of the Year. The DTOY must be approved by the District Superintendent.
<b>June 15, 2018</b>	Each DTOY submits the <u>online application</u> to the WDE. All applicants become candidates for the WTOY award.
June through September 2018	WDE Team moves through its selection process for WTOY.
No later than October 2, 2018	Each participating district announces its DTOY awardee. The local school district may choose to announce its DTOY <i>any time before this date but no later than this date.</i> <i>Please note: a DTOY that becomes a finalist for WTOY will be notified sometime between June and August.</i>
No later than October 9, 2018	2019 WTOY awardee is announced by the WDE.
November 2018	Monetary awards for the DTOYs, finalists, and WTOY are processed*
<b>November 2, 2018</b>	Application for the National Teacher of the Year (NTOY) award is due. <i>This is submitted by the WDE on behalf of the WTOY.</i>
November through December 2018	The National Selection Committee moves through its selection process for NTOY.
January 2019	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 2019	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 2019	The 2019 National Teacher of the Year will be announced and honored in Washington, DC.

*\*Award amounts are contingent upon availability of state funding.*

The following pages contain an outline of the information that will be required for the online application. Please note that **ONLY** electronic submissions will be accepted unless pre-arranged with the WDE TOY Coordinator prior to the submission deadline.

It is recommended that you keep a Word or Google Doc copy of the application in case you encounter issues with the electronic submission process. If issues arise, please contact the WDE TOY Coordinator.

# 2019 Wyoming Teacher of the Year Application

## Section 1: Teacher Information

1. Full Name
2. Preferred Name
3. Personal Address (ex. 1408 Teacher Lane, Cheyenne, WY 82002)
4. Personal Phone Number
5. Personal Email
6. Work Phone (optional)
7. Work Email
8. Subject Area(s) Taught
9. Grade Levels Taught
10. Total Years in Education

*\*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!*

## Section 2: District Information

1. School District Name
2. District Superintendent Name
3. District Superintendent Email
4. District Address (ex. 1408 District Lane, Cheyenne, WY 82002)
5. Will you remain in the same District for the 2019 TOY term?

## Section 3: School Information

1. School Name
2. School Principal Name
3. School Principal Email
4. School Address (ex. 1408 School Lane, Cheyenne, WY 82002)

## Section 4: Resume

Please attach your resume to accompany the application. PDF File format preferred, Word or Google Doc accepted. **Resumes should not exceed two pages, formatted no less than 10 point font, double-spaced with ½ inch margins.** Please name your resume as follows:

LastName\_District\_Resume

**Required categories are as follows:**

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

## Section 5: Professional Biography

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**).

\*Headshot will be collected from the WTOY once selected for the NTOY application.

## Section 6: Response Questions

Highlight your personal story, and why you believe you should be the 2019 Teacher of the Year. Do NOT include external links or photos.

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? 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 collaborate with others, and what is the status of 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 deliberately connect your students with 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 how you demonstrate being a lifelong learner, leader, and innovator about this issue, both in and outside of the classroom walls. (**maximum 500 words**)
5. As the 2019 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 7: Letters of Recommendation

Attach three (3) letters of recommendation that support why you should be the Wyoming Teacher of the Year. At least one of these must be a recommendation from a parent, colleague, administrator, or student. (**maximum one page per recommendation**). Please name your letters as follows:

LastName\_District\_Recommendation(1-3).

## Submission Instructions

The application ***in its entirety*** must be electronically submitted on or before the **Friday, June 15, 2018** deadline.\*

The WDE TOY Coordinator will submit the WTOY's application to CCSSO for consideration of the NTOY award no later than **November 2, 2018**.

\*If your district is unable to submit the application electronically, you must let the WDE TOY Coordinator know prior to the application deadline for other arrangements to be made.

### WDE Contact Information

For questions about the Teacher of the Year Program, please contact:

**Robin Grandpre**

WDE Teacher of the Year Coordinator

Email: [robin.grandpre1@wyo.gov](mailto:robin.grandpre1@wyo.gov)

Phone: (307) 777-5315