



Delaware Department of Education

*T***eacher**

*O***f the**

*Y***ear**

2012 Program Guide

***Sponsored by
Delaware Department of Education***

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Delaware State Teacher of the Year Program Mission Statement

The Delaware State Teacher of the Year program is a vocal community of award winning educators who represent exemplary teaching and serve as spokespersons and ambassadors for the profession. The DSTOY program recognizes excellence in education and expresses appreciation for the many outstanding teachers in Delaware who serve as inspiration to teachers, students, and community members, while providing a representative to serve as the profession's advocate throughout the year.

DISTRICT TEACHER OF THE YEAR

Nomination Process

In Delaware, Teachers of the Year are annually chosen at the school and district levels through a variety of procedures. The department asked for, and has received, a copy of each district's selection process. District-level processes range from open nomination to formal selection by a district-wide committee among nominees from every school. The charter schools have a similar selection process. On-going change to improve the selection process is expected and recommended. It is the desire of the State Teacher of the Year program to promote and encourage a consistent selection process in every school district and ultimately in every school building.

Teachers who have received recognition as Delaware State Teacher of the Year are not eligible for nomination. Those who have been recognized as a District Teacher of the Year in the previous three years are not eligible for nomination. Teachers who have been nominated in prior years, but did not achieve at least a district ranking, may be nominated the following year.

In the selection process at all levels, emphasis needs to be placed on the fact that we are looking for the best representative of the teaching profession and best teaching practices. Final selection of each school-level and district/charter school level Teacher of the Year should be completed by a broad-based committee representing teachers, building administrators, parents, and students.

School and District nomination should take place in the SPRING for the following year. This will give the nominee ample time to prepare his or her portfolio for submission to the state. (Refer to the Timeline on page 10.)

The program should always be described as a search for a person who will represent his or her fellow teachers. Before the district decides, it should make sure that each nominee is willing to accept the title if offered.

District Coordinator's Responsibilities

The process should be facilitated at the district/charter school level by a coordinator who fully understands the process and who can work with the Teacher of the Year nominees so that they fully understand the process. Their responsibilities are as follows:

- Establish a building and district-level process that provides access to all teachers.
- Confirm that school and district level process is conducted according to guidelines/timelines.
- Fax or email the Teacher of the Year **Nomination Form** (see page 11) to Betty McFarland at DOE by May 20, 2011. Fax: 739-4654; Include a listing of the Building Level Teachers of the Year.
- Inform District Nominee of the TOY Portfolio Workshop that will be held on Wednesday, June 15, 2011 at DOE in the Cabinet Room – 9:00 a.m. – 12:00 noon
- Assist the District/Charter School Teacher of the Year with portfolio development process, explanation of timelines; read and critique the portfolio.

STATE TEACHER OF THE YEAR

Qualifications

To be considered for the Teacher of the Year award a person shall have taught, continuously or intermittently, for an accumulative period of three years or more in a Delaware public school previous to the date of such person's nomination; have been formally nominated; be actively teaching in their district

or charter school in this state at the time of their nomination; and continue to actively teach in the nominating district or charter school for the duration of the year of their nomination. If the nominee chooses to leave the district or charter school during the selection period, the district or charter school shall submit another nominee. A nominee shall have met all the requirements for a Standard Certificate for the position held and hold a valid and current license, as approved by the Professional Standards Board, Department of Education and the State Board of Education. (DOE Department Regulations – see pages 26-27.)

Nomination Process

The Department of Education shall meet annually with the district coordinators of the Teacher of the Year Program and the representative for the charter schools for the purpose of providing them with detailed instructions and proper forms for the presentation of nominees. Each district is invited to nominate one teacher employed by the district and the charter schools are invited to select one nominee to represent all of the charter schools.

The Delaware Teacher of the Year Program adheres to the requirements of the National Program regarding schedules; composition of the portfolios; and areas in which nominees will be judged. We are glad that we can go beyond the National guidelines by giving more attention to selected nominees at work in the classroom and by having persons from outside the Department make the final recommendation.

Following the submission of the portfolios selected Department of Education staff members and selected former state and local district Teachers of the Year shall be assigned in pairs to read two nominee's portfolios and observe those nominees in the classroom. Another group of Department of Education Staff members are assigned to read all of the portfolios and rate them based on forms found in the *2012 Program Guide*. Based on the numerical ratings from both the portfolio readers and from the observations, three nominees shall be identified as finalists for consideration by a panel of judges.

The panel of judges shall include: the current State Teacher of the Year; the President of the Delaware State PTA; the President of the State Student Council Association; a member of the State Board of Education; a representative of the Chamber of Commerce; the President of the Delaware State Education Association; and the Chair of the Professional Standards Board or, if necessary, their designees. The judges shall recommend one person for the Secretary of Education to declare as the State Teacher of the Year.

Nominees shall be skillful and dedicated teachers, pre-kindergarten through grade 12. Librarians may be considered if they spend most of their day instructing children. Administrative personnel such as principals and guidance counselors are not eligible to be considered for State Teacher of the Year. Nominees for State Teacher of the Year who are not actively engaged in teaching in a public school at the time at which observations are made shall be disqualified.

The candidate should

- be an exceptionally dedicated, knowledgeable, and skilled teacher;
- inspire students of all backgrounds and abilities to learn;
- have the respect and admiration of students, parents, and colleagues;
- play an active and useful role in the community as well as in the school;
- be poised, articulate, and possess the energy to withstand a taxing schedule.

Nominees shall submit a portfolio describing themselves and setting forth their positions on education issues. Format will be based on the National Teacher of the Year program.

STATE TEACHER OF THE YEAR

Please submit these as **nominating materials**:

- Complete application. This application follows the sequence and form used by the National Teacher of the Year Program. Please follow the guidelines about length and font size. The TOY application is also located on the DOE Webpage: <http://www.doe.state.de.us/programs/toy/>. The application can be downloaded, completed, than printed.
- Ten letters of support from colleagues, parents, administrators, students, or other persons.
- A color 5x7 photograph of the nominee showing full-face head and shoulders.
- Prepare a 5 minute presentation: *As the 2012 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would you communicate to your profession and to the general public?* The purpose of the video is to establish the speaker's ability to express his/her ideas with conviction and poise. No point value is assigned to the video. Each candidate will be scheduled to come to the Department of Education for the video taping of the 5 minute presentation before the beginning of the school year; scheduled for August 11, 12, 13, Collette Education Resource Center, 35 Commerce Way, Dover, DE 19904 - Conference Room C.

- **Basic Awards**

Not later than thirty calendar days following the announcement of the name of the State Teacher of the Year, the Secretary of Education shall direct the transfer of funds from the appropriate State Board of Education account into a special account in each school district for use by its Teacher of the Year. Section 8903, Title 14, cites two basic awards: those individuals who are chosen as District Teacher of the Year for their respective school districts will be awarded \$2,000; the person who is chosen State Teacher of the Year shall be awarded \$3,000 in addition to the district-level award. These funds are awarded with no restriction on how they will be used; they should be considered as salary bonuses.

- **Educational Benefit Award**

The State Teacher of the Year will receive, in addition, a grant of \$5,000 to use for the educational benefit of his/her students.

a. No amount or portion of this \$5,000 award shall be used for the personal benefit of the award recipient; provided, however, that in the use of this fund for educational purposes the recipient may be an indirect or incidental beneficiary as teacher of the benefited pupils. In the event that all funds set aside for an award recipient have not been completely expended by that recipient at the time

when a subsequent award is granted, the remainder of the former recipient's award shall not revert, but shall remain set aside in the name of such former recipient until such time as it is totally expended or the recipient dies or leaves the state. **The State Teacher is encouraged to use these funds within two calendar school years.**

b. The recipient shall present to the superintendent of the school district in which he/she is employed a plan for utilization of the fund. Such submission shall not waive the right of the recipient to judge and choose, but shall be in order to avoid wasteful duplication of materials or violation of school district policy regarding students, materials, or activities. The principal criterion for use of the Fund shall be that of educational benefit to pupils. The Fund may be designated for, but not limited to, such items as:

c. Purchase of non consumable materials and supplies; e.g., library books, audio visual equipment, computer equipment and programs, musical instruments, specialized furniture.

Purchase of otherwise consumable materials that are used in the production of a student designed item; e.g., artist's or draftsman's paper, canvas, paints, instruments, wood and metal.

- Payment for student travel; e.g., prepared visits to museums, theaters, historic sites, laboratories when these are related to classroom study.
- Employment of performers and consultants; e.g., touring companies of a dramatic or musical group, visiting artist, poet, author, musician or historian.
- Reimbursements to the recipient, not to exceed \$500, for personal expenses.

Where the recipient has purchased materials, equipment or any other durable item with award funds, such item shall be the property of the Delaware School district in which the recipient is employed at the time of the expenditure. Each invoice, purchase order and personal reimbursement form related to withdraws from Teacher of the Year award funds shall be retained by the school district, and shall be available for inspection as public records and subject to regular audit by the State Auditor of Accounts (Section 8905).

Pension Modification

Each Teacher of the Year, on every level, shall have added to his or her final year of salary the dollar amount of his or her basic Teacher of the Year awards, as cited in Section 8903, solely for computing the final average compensation for pension purposes (Section 8906).

National Teacher of the Year Selection Process

State Teachers of the Year

Participation in the National Teacher of the Year Program is available through the State Teacher of the Year Program. Each year the 50 states, five U.S. extra-state jurisdictions, the District of Columbia, and the Department of Defense Education Activity name a state teacher of the year. Within the states the selection processes vary, but each state conducts a rigorous selection procedure in validating the State Teacher of the Year's abilities in the classroom and in communicating the recipient's message to a broad audience. The National Teacher is selected from this group. For information on a state's selection process, contact its State Teacher of the Year Program Coordinator.

National Teacher of the Year

At the national level each state candidate submits a written application containing biographical and professional information, eight essays on topics ranging from personal teaching philosophy to the issues facing education, and letters of endorsement. A National Selection Committee, composed of representatives from fourteen national education organizations, meets in early December to choose four finalists from the nominations received and, following personal interviews with the finalists in Washington, D.C. in late February, selects the National Teacher. In April the National Teacher is introduced to the nation by the President and honored in a series of events in Washington, DC.

The organizations represented by the selection committee are:

- American Association of Colleges for Teacher Education ([AACTE](#))
- American Association of School Administrators ([AASA](#))
- American Federation of Teachers ([AFT](#))
- Association for Childhood Education International ([ACEI](#))
- Association for Supervision and Curriculum Development ([ASCD](#))
- Association of Teacher Educators ([ATE](#))
- National Association for the Education of Young Children ([NAEYC](#))
- National Association of Elementary School Principals ([NAESP](#))
- National Association of Secondary School Principals ([NASSP](#)),
- National Association of State Boards of Education ([NASBE](#)),
- National Education Association ([NEA](#)),
- National Congress of Parents and Teachers ([PTA](#)),
- National Middle School Association ([NMSA](#)),
- National School Boards Association ([NSBA](#)),
- National School Public Relations Association ([NSPRA](#)).

These organizations represent all the major, noncurricular based, national associations that represent the education profession. (The Association for Supervision and Curriculum Development represents all curricular area associations.) Because of the broad range of constituencies within these associations, their consensus view represents what is current and needed in education. This consensus view truly makes their selection the nation's Teacher of the Year.

Criteria for Selection

A candidate for National Teacher of the Year should be an exceptionally dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school, prekindergarten through grade twelve, who is planning to continue in an active teaching status (Supervisory and administrative responsibilities should be of secondary consideration).

- inspire students of all backgrounds and abilities to learn
- have the respect and admiration of students, parents, and colleagues
- play an active and useful role in the community as well as in the school
- be poised, articulate, and possess the energy to withstand a taxing s

Teacher of the Year Program
TIMELINE
2012 Selection Process

| Date/Time | Meeting/Event | Purpose | Location |
|---|---|---|--|
| Thursday, December 9, 2010 9:00 – 11:00 am | TOY Coordinators Meeting | Review of General Instructions/ TOY Process | POLYTECH Adult Ed - Rm516 – Woodside, DE |
| Friday, May 20, 2011 4:30 pm | 2012 TOY Nominee Notification | 2012 TOY and Building Level TOY names | Betty McFarland, DOE Dover D370B |
| Wednesday, June 15, 2011– 9:00 – 12:00 Noon | 2012 Teachers of the Year Meeting | TOY Portfolio Workshop | Townsend Building, Cabinet Room |
| August 10-11 -12, 2011 | Video Taping | Taping -5 min. presentation; Voice over for the 2012 video | Collette Center Conference Room C Betty will schedule appt. |
| September 12 – 16, 2011 | Teacher/Students Photo & Video (Photos displayed in Townsend Building) | Paul Bell will visit each classroom | Get copy of teachers' class schedule for scheduling video taping/observations. |
| Friday, September 16, 2011 – 4:30 pm | Portfolios Due in Dover | All materials must be delivered to Dover no later than 4:30 pm | Betty McFarland, Townsend Building, 2nd Floor, Dover |
| Monday, September 19, 2011 9:00 – 11:00 am | 1 ST Observers Meeting | Observers are paired and draw for site selections; review respective portfolios | Townsend Building, Cabinet Room |
| Monday, September 19, 2011 11:00 – 11:30 am | Readers Meeting | Instructions and review of reading process/timeline | Townsend Building, Cabinet Room |
| Tuesday, September 20 through Friday, September 30, 2011 | Classroom Observations | Observers will call Principal and Teacher to schedule observation time | Observers will spend ½ day in the classroom/building |
| Monday, October 3, 2011 – 9:00 – 11:00 am | 2 ND Observers Meeting | Written Reports are read and handed in to DOE | Townsend Building, Cabinet Room |
| Wednesday, October 5, 2011 12:30 pm – 3:30 pm | Judges Meeting | Panel of 7 judges review top 3 portfolios and view videos | Townsend Building, Cabinet Room |
| Tuesday, October 18, 2011 – 5:30 pm | Teacher of the Year Banquet 5:30 – Reception 6:00 – Welcome/Introductions 6:30 – Dinner / Presentations 7:30 – Video of honored teachers 8:45 – Announcement of STOY | Recognition of Selected Teachers of the Year – Announcement of 2012 STOY | Dover Downs Hotel 1131 North DuPont Hwy Dover, DE 19901 Phone: 866-473-7378 |

Department of Education
401 Federal Street Suite 2
Dover, DE 19901
SLC: D370B

2012 Teacher of the Year NOMINATION FORM

PLEASE TYPE OR PRINT

NAME:

DISTRICT/CHARTER SCHOOL:

SCHOOL:

SCHOOL TELEPHONE #:

GRADE/SUBJECT:

HOME ADDRESS:

STREET

CITY

ZIP

HOME TELEPHONE #:

CELL PHONE #:

EMAIL ADDRESS:

INSTRUCTIONS

Please return this form no later than May 20, 2011 to:

Betty McFarland, Teacher of the Year Coordinator
Department of Education
401 Federal Street, Townsend Building
Dover, DE 19901
D370B

Fax #:

302-739-4654

Teacher of the Year Coordinators:

Please include a listing of the Building Level Teachers of the Year from your district.

Guidelines for Applicants:

The suggestions below follow the format of the National Teacher of the Year application and can be modified to address the portfolio for building level or district level nominees.

General Portfolio Instructions

- Proofread and edit.
- Get descriptive feedback from many different reviewers (not all teachers)
- Provide the strongest and clearest evidence; space is limited.
- Be yourself. Your personal voice is important.
- Avoid being overly modest; you have to be convincing.
- You must have a national perspective.
- Save space when you can.
- The portfolio must be clear, well organized, well developed, and well written.
- To the extent possible, avoid Delaware specific terms and acronyms/abbreviations. If you use them, explain or include the full name or term.
- Use paragraphs and answer the questions as stated.
- Avoid name dropping, writing as if you were writing a research paper (complete with citations), cute clip art, and overuse of exclamation marks.

Education History, Professional Development Activities

- Use professional organizations related to your content area/teaching assignment.
- Include graduate level course work, leadership roles.
- Graduate courses, clusters, professional development and the like are more impressive than attending a conference.
- Be specific and clear. Readers do not know you.
- Be selective.
- Consider a brief explanatory sentence and start with a verb. How did the professional development improve your teaching? What was the impact of your role as a teacher leader? How did serving as a mentor help new teachers?

Professional Biography

What were the factors that influenced you to become a teacher? Describe what you consider to be your greatest contributions and accomplishments in education.

- Two part section; answer both.
- Consider bolding or other organizational technique to signal the two parts of your response.
- Tell your story. Make me want to read this; hook me from the beginning.
- Be selective in accomplishments/contributions. Avoid the laundry list format with no commentary.
- Be specific.
- How do your accomplishments/contributions make a difference?
- This is an opportunity for targeted letters of support.

Community Service

Describe your commitment to your community through service-oriented activities such as volunteer work, civic responsibilities and other group activities.

- Again, avoid laundry lists or collections of random “good deeds.”
- Not all community service is appropriate for this section.
- Make connections to your students, to the school.
- Do you involve the community?
- Write about the relevance, importance of the service.
- Make this personal and uniquely your own.
- Again, another opportunity to make connections with targeted letters of support.

Philosophy of Teaching

Describe your personal feelings and beliefs about teaching, including your own ideas of what makes you an outstanding teacher. Describe the rewards you find in teaching.

B. How are your beliefs about teaching demonstrated in your personal teaching style?

- Two part section; answer both.
- The two sections are inter-related.
- Discuss these sections with others, both educators and non-educators.
- Consider bolding or other organizational technique to signal the two parts of your response.
- Think deeply and clearly about your philosophy.
- Avoid generic statements (all students can learn) and platitudes.
- This section is what you truly and deeply believe.
- The philosophy has to be unique to you.
- For the teaching style, make connections to the philosophy.
- Be clear about what your teaching style really is.
- Be specific; be real.
- Only you could have written this. Put me into your classroom.
- Again, use letters of support as evidence of your philosophy and teaching style.

Education Issues and Trends

What do you consider to be the major public education issues today? Address one in depth, outlining possible causes effects and resolutions.

- First, briefly focus on major issues then move on to the one that is the most important to you.
- Make it clear to the reader that you have answered both parts.
- Devote the majority of your response to the ONE issue that you have selected.
- Be thoughtful and personal; only you could have written this section.
- You have to sound knowledgeable and appear to be the expert on this issue; however, this is not a research report.
- Avoid whining, blaming, and negativity.

Teaching Profession

What do you do to strengthen and improve the teaching profession?

What is and/or what should be the basis for accountability in the teaching profession?

- This section has two distinct but related parts. Answer both and be clear to the reader which part is which.
- First, describe how you have strengthened and improved the teaching profession.
- The focus here is on teaching as a professional and you as a member of that profession.
- You are moving beyond your own classroom.
- Think of ways in which you have been a teacher leader.
- Be clear and convincing. Be yourself. Be honest and thoughtful.
- The second part is about teacher accountability. Again, you are considering the teaching profession, not a teaching job. Discuss this section with others.
- Playing the victim, passing the buck, or blaming others are gigantic no-no's and huge turnoffs to the readers.

National Teacher of the Year Message

As the 2012 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message? What would you communicate to your profession and to the general public?

- This is your for real, actual National Teacher of the Year message, NOT, "If I were National Teacher of the Year, I would say...."
- This is what you will deliver in your five-minute presentation.
- Think national and think various groups (National Council of Teachers of English to the NEA to the Lion's Club).
- You have to be articulate, personal, passionate, real, engaged. This is not an academic exercise. This message is unique to you, not something from Any Teacher USA.
- Think of speeches that have inspired or moved you.
- Read your drafts out loud.
- The message has to play nationally.
- This could be the issue that you identified earlier. Stay on message and don't ramble.

Letters of Support

Include ten letters of support from any of the following: superintendent, principal, administrator, colleague, student/former student, parent, or civic leader.

- Avoid random letters of support.
- You want targeted letters to support, buttress your portfolio sections.
- Give your writers guidance.
- You want your letters to show you as a unique, one in a million teacher.
- The letters have to be specific.
- Consider these letters as additional pages to your portfolio.
- In the relevant portfolio section, specifically refer the reader to the specific letter, specific page.

2012 Delaware Teacher of the Year Application – Reader Rubric

Teacher/District: _____

DOE Reader: _____

OVERALL SCORE: _____

2. Educational History and Professional Development Activities – 20 Points

Score _____

- A. Beginning with most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- B. Beginning with most recent, list teaching employment history indicating time period, grade level and subject area.
- C. Beginning with most recent, list professional association memberships including information regarding offices held and other relevant activities.
- D. Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- E. Beginning with the most recent, list awards and other recognition of your teaching.

| 0-6 | 7-13 | 14-19 | 20 |
|---|--|---|--|
| <ul style="list-style-type: none"> • Fails to establish sufficient educational history and record of professional development experiences. | <ul style="list-style-type: none"> • Educational history and professional development activities not clearly described. | <ul style="list-style-type: none"> • Provides evidence of educational history and professional development activities. | <ul style="list-style-type: none"> • Provides clear evidence of educational history and professional development activities supporting consideration for award. |

3. Professional Biography - 20 points

Score _____

- A. What were the factors that influenced you to become a teacher?

| 0-2 | 3-6 | 7-9 | 10 |
|--|---|---|--|
| <ul style="list-style-type: none"> • Fails to provide factors that influenced becoming a teacher. | <ul style="list-style-type: none"> • Factors that influenced becoming a teacher not clear. | <ul style="list-style-type: none"> • Provides some factors that influenced becoming a teacher. | <ul style="list-style-type: none"> • Provides in detail the factors that influenced becoming a teacher. |

- B. Describe what you consider to be your greatest contributions to and accomplishments in education.

| 0-2 | 3-6 | 7-9 | 10 |
|--|---|---|--|
| <ul style="list-style-type: none"> • Fails to provide evidence of contributions and accomplishments in education. | <ul style="list-style-type: none"> • Evidence of contributions and accomplishments in education not clearly described. | <ul style="list-style-type: none"> • Provides some contributions and accomplishments in education. | <ul style="list-style-type: none"> • Provides in detail contributions and accomplishments in education. |

4. Community Involvement – 15 points

Score _____

Describe your commitment to your community through service-oriented activities such as volunteer work, civic and other group activities.

| 0-5 | 6-10 | 11-14 | 15 |
|---|--|---|--|
| <ul style="list-style-type: none"> • Fails to provide evidence of community involvement. | <ul style="list-style-type: none"> • Community involvement not clearly described. | <ul style="list-style-type: none"> • Provides some evidence of community involvement through service-oriented activities supporting consideration for award. | <ul style="list-style-type: none"> • Provides clear evidence of community involvement through service-oriented activities supporting consideration for award. |

2012 Delaware Teacher of the Year Application – Reader Rubric

5. Philosophy of Teaching – 15 points

Score _____

- A. Describe your personal feelings and beliefs about teaching including your own ideas of what makes you an outstanding teacher. Describe the rewards you find in teaching.
- B. How are your beliefs about teaching demonstrated in your personal teaching style?

| 0-5 | 6-10 | 11-14 | 15 |
|---|---|---|--|
| <ul style="list-style-type: none"> • Fails to address philosophy of teaching. • Fails to indicate how beliefs are demonstrated in teaching style. | <ul style="list-style-type: none"> • Description of beliefs and feelings concerning teaching not clear. • Philosophy of teaching is demonstrated in teaching style not clearly described. | <ul style="list-style-type: none"> • Provides some description of teaching philosophy and includes evidence of outstanding teacher qualities. • Indicates how philosophy of teaching is demonstrated in teaching style. | <ul style="list-style-type: none"> • Provides clear description of teaching philosophy and includes evidence of outstanding teacher qualities. • Clearly indicates how beliefs are demonstrated in teaching style. |

6. Education Issues and Trends – 20 points

Score _____

What do you consider to be the major public education issues today? Address one, outlining possible causes, effects, and resolutions.

| 0-6 | 7-13 | 14-19 | 20 |
|--|---|--|---|
| <ul style="list-style-type: none"> • Fails to outline major education issues. | <ul style="list-style-type: none"> • Outlines major education issues but lacks detail. | <ul style="list-style-type: none"> • Addresses one major education issue in some depth. | <ul style="list-style-type: none"> • Addresses one issue in depth, outlining possible causes, effects and resolutions. |

7. The Teaching Profession – 20 points

Score _____

- A. What do you do to strengthen and improve the teaching profession?

| 0-2 | 3-6 | 7-9 | 10 |
|---|--|---|--|
| <ul style="list-style-type: none"> • Fails to provide evidence of strengthening and improving the teaching profession. | <ul style="list-style-type: none"> • Evidence of strengthening and improving the teaching profession not clearly described. | <ul style="list-style-type: none"> • Provides evidence of strengthening and improving the teaching profession. | <ul style="list-style-type: none"> • Provides strong evidence of strengthening and improving the teaching profession. |

- B. What is and/or what should be the basis for accountability in the teaching profession?

| 0-2 | 3-6 | 7-9 | 10 |
|--|--|--|---|
| <ul style="list-style-type: none"> • Fails to indicate the basis for accountability in the teaching profession. | <ul style="list-style-type: none"> • The basis for accountability in the teaching profession not clearly described. | <ul style="list-style-type: none"> • Indicates the basis for accountability in the teaching profession. | <ul style="list-style-type: none"> • Indicates clear understanding of the basis for accountability in the teaching profession. |

2012 Delaware Teacher of the Year Application – Reader Rubric

8. National Teacher of the Year – 20 points

Score _____

A. As the National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message?

| 0-2 | 3-6 | 7-9 | 10 |
|---|---|---|--|
| <ul style="list-style-type: none"> • Fails to convey a National Teacher of the Year message. | <ul style="list-style-type: none"> • National Teacher of the Year message is vague or unclear. | <ul style="list-style-type: none"> • National Teacher of the Year message is understandable. | <ul style="list-style-type: none"> • National Teacher of the Year message is presented in a coherent and convincing manner. |

B. What would you communicate to your profession and to the general public?

| 0-2 | 3-6 | 7-9 | 10 |
|---|---|---|---|
| <ul style="list-style-type: none"> • Fails to address relevant issues for the teaching profession. | <ul style="list-style-type: none"> • Issues for the teaching profession not clearly described. | <ul style="list-style-type: none"> • Addresses some relevant issues for the teaching profession. | <ul style="list-style-type: none"> • Message is timely and of importance to the profession and the general public. |

9. Letters of Support – 10 points

Score _____

Include **ten** letters of support from among any of the following: superintendent, principal, colleague, student/former student, parent, or civic leader.

| 0-2 | 3-6 | 7-9 | 10 |
|--|---|--|--|
| <ul style="list-style-type: none"> • Fails to include sufficient information across the ten references to support applicant's consideration of award. | <ul style="list-style-type: none"> • Sufficient information in letters of support, but not original letters with signatures. | <ul style="list-style-type: none"> • Information across the ten references generally supports applicant's consideration of award. | <ul style="list-style-type: none"> • Letters provide convincing evidence to support applicant's consideration of award. |

Guidelines for Observing Selected Nominee

Teaching Performance

Maximum 35 Points

- Instructional planning – ties lessons to Standards
- Articulates goals in student-friendly language
- Well organized activities
- Engaged students
- Use of materials
- Student/teacher interaction
- Individual and group work
- Regularly checks for student understanding
- Organization and classroom management
- Instructional strategies
- Appearance of room and work displayed

Human Relations

Maximum 15 Points

- Rapport with students/Examples of interaction
- Attitude of fellow teachers and administrators

Personal Traits

Maximum 10 Points

- Poise
- Stamina
- Enthusiasm for teaching/students/content

Total points

60

Rubric for Observing Selected Nominee

58 – 60 points

This teacher clearly demonstrates all of the qualities necessary to be (and would represent teachers well if selected as) State Teacher of the Year. Our observation definitely confirms all of the positive things we read about the teacher in his/her portfolio. We are proud to recommend this teacher for the honor.

50 – 57 points

This teacher demonstrates the qualities necessary to be (and would represent teachers well if selected as) State Teacher of the Year. Our observation confirms the positive things we read about the teacher in his/her portfolio. We recommend this teacher for the honor.

40 – 50 points

This teacher demonstrates most of the qualities necessary to be State Teacher of the Year. We believe this teacher could represent the profession well as State Teacher of the Year, but have some reservations based upon our observations(s) in the classroom and/or upon our discussions with individuals at the school. There are a few discrepancies between what we observed in the classroom and what was said about the teacher in his/her portfolio.

Guidelines for 5 Minute Presentation

The purpose for the 5 minute presentation is to establish the speaker's ability to express his/her ideas with conviction and poise. This will provide a "level playing field" for each nominee. No point value is assigned to the video.

1. The topic of the presentation will be: ***As the 2012 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would you communicate to your profession and to the general public?***
2. The Department of Education's representative will video tape each district nominee. An easel, dry erase board, and podium will be available.
3. The presentation does not have to be memorized, but should not be read word for word.
4. The schedule will be coordinated by Betty McFarland, DOE Teacher of the Year Coordinator, tentatively scheduled for August 11, 12, and 13 at the Collette Education Resource Center, 35 Commerce Way, Dover, DE 19904, Conference Room C.

Portfolio Check List

Completed application in a 1 inch view binder. Cover sheet should include name, school and district. Please attach a spine label with the same information. Please - no decorative binders with classroom photographs/art.

- Signatures from candidate, building principal, and superintendent.
- Limit answers to the number of pages requested in each section – type size no smaller than 10 pt.
- Section I (pages 1-2) must be submitted on the form provided. Do not include Social Security Number on Page 1.
- Sections II – VIII may be produced using your word processing system but please adhere to the format established in the application.
- Number the sections and the pages. Include section title on each page. Clear page protectors are recommended.
- Carefully check applications for neatness and legibility, typographical, grammatical, and spelling errors.
- 10 letters of support, each a maximum of one page. Original letters containing original signatures to the original nomination. (i.e., I recommend _____ for the 2012 State Teacher of the Year.) Letters should be addressed to: Teacher of the Year Selection Committee.
- 5 x 7 color photograph labeled with the nominee’s name and school suitable for publicity purposes.
- Prepare a 5 minute presentation: *As the 2012 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would you communicate to your profession and to the general public?*
- Friday, September 16, 2011 - the portfolio must be delivered to the Department of Education no later than 4:30 p.m.

STOY Recognition and Awards

The 2012 Delaware Teacher of the Year Awards Dinner will be at the Dover Downs Hotel in Dover on Tuesday, October 18, 2011. The reception will be at five thirty p.m. The selected Teachers of the Year will be recognized. Guests include the Governor, Lt. Governor, Secretary of Education, State Board of Education, legislators, former State Teachers of the Year, business leaders, administrators, educators, family and friends.

The 2012 State Teacher of the Year must be released from classroom responsibilities during the year of recognition as necessary in order to fulfill the obligations inherent in the honor. Every attempt will be made to schedule activities around the classroom schedule.

Not later than thirty calendar days following the announcement of the name of the State Teacher of the Year, the Secretary of Education shall direct the transfer of funds from the appropriate State Board of education account into a special account in each school district and selected Charter School for use by its Teacher of the Year. Section 8903, Title 14, cites two basic awards; those individuals who are chosen as Teacher of the Year for their respective school districts or selected Charter School will be awarded \$2,000; the person who is chosen State Teacher of the Year shall be awarded \$3,000 in addition to the district-level award. These funds are awarded with no restriction on how they will be used; they should be considered as salary bonuses. The State Teacher of the Year will receive, in addition, a grant of \$5,000 to use for the educational benefit of his/her students. (www.delcode.state.de.us/title14/c089/index.htm)

In past years, the Delaware State Teacher of the Year has received –

- \$250 for educational benefit from Delaware State Education Association
- \$200 for educational benefit from Delaware State Chamber of Commerce
- \$250 for Professional Development from the Delaware Professional Standards Board
- a Dell laptop computer arranged through the Delaware Center for Educational Technology
- \$1,000 for educational/classroom benefit from Harcourt Assessment, Inc.
- a Smart Board, Projector, Alpha Smart Computer from Smarter Kids Foundation – package totaling over \$17,000
- a Certificate for Education Technology course or Advanced Education Course from Delaware Technical & Community College
- a Teacher of the Year License Plate from the Division of Motor Vehicles
- a 1 year membership to Phi Delta Kappa
- lunch for 4 in Senate Dining Room in Washington, DC plus a tour of the Capital from Senator Thomas R. Carper
- a gold watch from Delaware State Teachers of the Year Association
- Doctoral Program – Tuition Free – from Wilmington University

Other organizations/colleges that have presented gifts to the Teacher of the Year include:

- Delaware Chief School Officers
- Delaware Association of School Administrators
- Delaware School Boards Association
- Delaware State University
- Delaware Association of Student Councils
- Future Educators of America
- University of Delaware
- Wesley College

STOY Public Appearances

As an exemplary educator, the 2012 Delaware Teacher of the Year will be asked to speak to various groups and organizations. Some of these are:

- | | |
|---|----------------|
| • Delaware Teacher Center | January |
| • Delaware Legislators* | March |
| • State PTA Conference (Introduction as Platform Guest) | April |
| • University of Delaware President's Reception/Dinner* | April |
| • University of Delaware, College of Education Honors Day | May |
| • Teacher of the Year Luncheon with the Governor* | June |
| • Delaware Association of School Administrators | June |

***also includes District Teachers of the Year**

The 2012 State Teacher of the Year will be asked to serve on various committees, to participate in many programs, and to speak on a number of occasions representing the teaching profession.

STOY - Other Activities

2012 Teacher of the Year Programs Conference

Each year the State Teachers of the Year meet to learn from each other and from experts on ways to improve and strengthen the role of Teacher of the Year. This annual conference is held in Dallas, Texas during the third week of January. The names of the four National Teacher of the Year finalists will be made public in early January and they will be introduced at the banquet during the conference.

Washington, DC recognition of the 2012 National Teacher and 2012 STOY

In all years of the Program, the President has introduced the National Teacher to the American people. In recent years the President has invited the State Teachers of the Year to join in the Washington recognition. In past years, the Washington recognition has taken place during the last week of April or the first week of May. The dates will be confirmed at a later date.

International Space Camp

Another exciting opportunity for the 2011 State Teacher of the Year is International Space Camp at the U.S. Space & Rocket Center in Huntsville, Alabama. This camp, attended by the 2010 National Teacher and State Teachers of the Year, as well as teachers and students from over twenty countries, will allow you to learn about space technology in a supercharged atmosphere of excitement with colleagues from around the nation and the world. Just talk to a past State Teacher of the Year who has attended Space Camp if you want the inside story. The tentative date for Space Camp will be the last week of July.

Late September/Early October, 2012 – Still TBD

National Teacher of the Year Program/Educational Testing Service next Steps Conference, ETS Campus, Princeton, NJ

Late September/Early October, 2012 – Still TBD

Pearson Education State Teacher of the year Digital Storytelling Project, New York City, NY

STOY - Pass the Book

The current State Teacher of the Year will keep an informal journal of their year as State Teacher of the Year. They will provide any details that would be helpful to the next State Teacher of the Year such as speaking invitations, length of speech, writing samples, experiences, appropriate dress for different occasions, list of gifts, addresses for thank you notes, etc. This book will be presented to the next State Teacher of the Year at the Teacher of the Year Banquet in October. The book will be added to each year and will be passed on.

**Overview of Events
For the
2012 District Teachers of the Year**

| | |
|--------------------------------|--|
| August 11-12-13, 2011 | Video Taping – 5 minutes presentation and voice over for the 2012 DVD - Collette Center Conference Room C, Dover, DE |
| September 12-16, 2011 | Pictures and video taken in each classroom |
| September 16, 2011 | Portfolios Due to Department of Education |
| Sept 20 – Sept 30, 2011 | Classroom Observations |
| October 18, 2011 | Teacher of the Year Banquet– Dover Downs Hotel |
| October 30, 2011 | Transfer of funds to each school district |
| March, 2012 | Legislative Hall Visit – Teachers will be presented to the House and Senate |
| April, 2012 | Reception and dinner given by President and Mrs. Patrick Harker, University of Delaware |
| June, 2012 | Lunch with the Governor at Woodburn |

2012 Teacher of the Year Banquet Registration Form

TUESDAY, OCTOBER 18, 2011

DOVER DOWNS HOTEL

5:30 P.M.

1131 North DuPont Highway, Dover, DE 19901

_____ **School**

The Teacher of the Year Banquet will be held Tuesday, October 18, 2011 at Dover Downs Hotel beginning at 5:30 pm. Your district Teacher of the Year will be the guest of the Department of Education.

| Name (*Dinner paid for by the Department of Education) | (Please check) | | (Select one entrée for each guest) | |
|--|----------------|----------------|--------------------------------------|------------------------------|
| | State Emp. | Non State Emp. | Beef Filet & Chicken Marsala \$31.00 | Vegetarian Selection \$22.00 |
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Number attending: _____ **Total \$ Amount Enclosed** _____

Fax this form to your district superintendent's office. The district office will enter the names of all attendees on the online registration form. The online registration form should be submitted to DOE by October 3, 2011.

Checks should be made payable to the State Board of Education and mailed no later than October 14, 2011 to: Betty McFarland, Department of Education, Townsend Building, Dover, DE 19901 SLC D370B.

District Teacher of the Year Coordinators 2011-12

| | |
|--|--------------------------|
| <i>Appoquinimink School District</i> 302-376-4128 | Debbie Panchisin |
| <i>Brandywine School District</i> 302-793-5000 | Anne Rosen |
| <i>Caesar Rodney School District</i> 302-697-2173 | Joyce LeBright |
| <i>Cape Henlopen School District</i> 302-645-6686 | Tim Buckmaster |
| <i>Capital School District</i> 302-672-1951 | Tina Huff |
| <i>Christina School District</i> 302-552-2600 | Meg Mason/Denny Schwartz |
| <i>Colonial School District</i> 302-323-2700 | Angela Guy |
| <i>Delmar School District</i> 302-846-9544 | Charity Phillips |
| <i>Indian River School District</i> 302-436-1000 | Sandy Smith |
| <i>Lake Forest School District</i> 302-284-3020 | Tammy Croce |
| <i>Laurel School District</i> 302-875-6163 | Sandra Baker |
| <i>Milford School District</i> 302-422-1607 | Tia Moore |
| <i>NCCVT School District</i> 302-995-8000 | Evelyn Edney |
| <i>POLYTECH School District</i> 302-697-3255 | Joseph Dobrowalski |
| <i>Red Clay School District</i> 302-552-3766 | Jeanne Qvarnstrom |
| <i>Seaford School District</i> 302-629-4587 | Karen Maske |
| <i>Smyrna School District</i> 302-653-8585 | Patrik Williams |
| <i>Sussex Technical School District</i> 302-856-2542 | Bobbi Albright |
| <i>Woodbridge School District</i> 302-337-7990 | Heath Chasanov |
| <i>Charter Schools</i> 302-735-4020 | Patricia Bigelow |

Title 14 Education

DELAWARE ADMINISTRATIVE CODE

200 Administration and Operations

235 Teacher of the Year Award

This program shall be administered in accordance with 14 **Del.C.** Ch. 89, and the following rules and regulations.

1.0 Qualifications

To be considered for the Teacher of the Year award a person shall:

1.1 Have taught, continuously or intermittently, for an accumulative period of three years or more in a Delaware public school previous to the date of such person's nomination.

1.2 Have been formally nominated.

1.3 Be actively teaching in their district or charter school in this state at the time of their nomination.

1.4 Continue to actively teach in the nominating district or charter school for the duration of the school year of their nomination.

1.4.1 If the nominee chooses to leave the district or charter school during the selection period the district or charter school shall submit another nominee.

1.5 Meet all the requirements for a Standard Certificate for the position held and hold a valid and current license, as approved by the Professional Standards Board, Department of Education and the State Board of Education.

7 DE Reg. 1178 (3/1/04)

9 DE Reg. 1182 (2/1/06)

2.0 Nominations

The following shall apply in preparing nominations in accordance with the requirements of the Act.

2.1 The Department of Education shall meet annually with the district coordinators of the Teacher of the Year Program and the representative for the charter schools for the purpose of providing them with detailed instructions and proper forms for the presentation of nominees. Each district is invited to nominate one teacher employed by the district and the charter schools are invited to select one nominee to represent all of the charter schools.

2.1.1 Nominees shall be skillful and dedicated teachers, prekindergarten through grade 12. Administrative personnel such as principals and guidance counselors are not eligible to be considered for State Teacher of the Year. Nominees for State Teacher of the Year who are not actively engaged in teaching in a public school at the time at which observations are made pursuant to Section 2.2 below shall be disqualified.

2.2 Nominees shall submit a portfolio describing themselves and setting forth their positions on educational issues. Format will be based on the National Teacher of the Year program.

2.3 Following the submission of the portfolios, selected Department of Education staff members and selected former state and local district Teachers of the Year shall be assigned in pairs to read the portfolios of two nominees and observe those nominees in the classroom based on the criteria stipulated in the Teacher of the Year Program Guide that is updated each year. Another group of Department of Education Staff members shall be assigned to read all of the portfolios and rate them based on forms found in the Teacher of the Year Program Guide. Based on the numerical ratings from both the portfolio readers and from the observations, three nominees shall be identified as finalists for consideration by a panel of judges.

2.4 The panel of judges shall include: the current State Teacher of the Year; the President of the State Congress of Parents and Teachers; the President of the State Student Council Association; a member of the State Board of Education; a representative of the Chamber of Commerce; the President of the Delaware State Education Association; and the Chair of the Professional Standards Board or, if necessary, their designees.

2.5 The judges shall recommend one person for the Secretary of Education to declare as the State Teacher of the Year.

3 DE Reg. 104 (7/1/99)

7 DE Reg. 1178 (3/1/04)

9 DE Reg. 1182 (2/1/06)