



WEST VIRGINIA Teacher of the Year

2018 Nomination Packet

Applications Due: Monday, July 3, 2017 by 4:45 PM

For program questions contact:

H. Julian Woods, (julian.woods@k12.wv.us or 304.558.2702)

Liz Bryant, (lbryant@k12.wv.us or 304.558.2702)

West Virginia Teacher of the Year Program
Office of Human Resources
West Virginia Department of Education
Bldg. 6, Rm. 264
1900 Kanawha Blvd., E.
Charleston WV, 25305-0330

Application may be accessed at: <http://wvde.state.wv.us/hr/teacherOfTheYear.php>

Dr. Steven L. Paine
State Superintendent of Schools

MEMORANDUM

TO: County Superintendents

FROM: 
H. Julian Woods, Executive Director, Office of Human Resources

SUBJECT: 2018 WV Teacher of the Year

DATE: April 6, 2017

The West Virginia Department of Education is accepting nominations for the 2018 West Virginia Teacher of the Year. Each year the West Virginia Teacher of the Year program identifies, recognizes, and promotes representatives of excellent teaching in the elementary and secondary classrooms of the state. The mission is to build and utilize a network of exemplary teachers who are leaders in the improvement of schools, student performance, and the teaching profession.

Each county superintendent may nominate an outstanding teacher to be the 2018 West Virginia Teacher of the Year and to be the state nominee for 2018 National Teacher of the Year Program. The Teacher of the Year program is a project of the Council of Chief State School Officers in partnership with the Voya Foundation. The national program began in 1952 and continues as the oldest, most prestigious national honors program that focuses public attention on excellence in teaching.

The West Virginia program is recognized as one of the oldest and consistent state Teacher of the Year programs in the nation. The program receives generous support and financial contributions from many West Virginia businesses and education organizations.

To be eligible for the State Teacher of the Year Program, the applicant must:

- Hold professional certification in area(s) of assignment
- Be a current full-time classroom teacher as defined by a teaching contract
- Have completed the past three (3) years as a full-time classroom teacher in West Virginia
- Have verification of eligibility and consent to participate (enclosed in this application packet)

Please give this nomination package to your district's nominees as soon as possible so they have adequate time to complete the nomination forms. Administrators can demonstrate their support by providing some time for their nominees to work on the nomination form. All nominations for 2018 West Virginia Teacher of the Year must be **postmarked and mailed** to the following address by **4:45 p.m.** on **July 3, 2017**.

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I urge your county to participate in the West Virginia Teacher of the Year Program. It is an effective vehicle for encouraging, recognizing, and rewarding teachers in every county who are exemplary models of the teaching art. Faculty Senates and/or School Improvement Councils are great vehicles to assist you in your county selection process.

On September 13, 2017, *A Celebration of Excellence* will be held at The Clay Center in Charleston, West Virginia. The State Superintendent of Schools will recognize all county nominees at a special reception in Charleston. We are anxious to recognize another model classroom champion like National Teacher of the Year Rae McKee and County Teachers of the Year Rosemary Phillips, Beverly Hoffmaster, JoAnn Harman, Susan Barrett, Jason Hughes, Bridget Call, MaryLu Hutchins, Michael Funkhouser, Erin Sponaule, Gail Adams, and Andrea Santos who have been recognized since 1964.

For more information about this program, please write the West Virginia Department of Education at the above address or call 304-558-2702.

HJW/lb

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For more information contact:

West Virginia Teacher of the Year Program

H. Julian Woods
julian.woods@k12.wv.us
-OR -
Liz Bryant
lbryant@k12.wv.us
304-558-2702

WEST VIRGINIA TEACHER OF THE YEAR PROGRAM MISSION STATEMENT

The mission of the West Virginia Teacher of the Year Program (WVTOY) is to recognize teachers of excellence and connect them with a network of other equally inspirational and innovative educators. By recognizing those teachers who bring honor to their profession, the WVTOY program hopes to energize students, enhance community respect for learning, and revitalize teachers across the state.

RELATIONSHIP OF PARTICIPANT TO WEST VIRGINIA

The intent of the Teacher of the Year program is to help communicate the excellence of teaching to the public. The selected teacher will be requested to maintain a relationship with the West Virginia Department of Education for one year. During that time, the teacher will have the opportunity to give lectures, provide consultations, and participate in other activities with the department. It is expected that the selected teacher will be released from teaching responsibility by the local board of education on these occasions, but will continue as an employee of the school and the county school district. The West Virginia Department of Education will provide travel and lodging expenses for activities required of the West Virginia Teacher of the Year.

It is anticipated that the other county nominees, who have been selected at the county level, will serve as educational resources for local education agencies.

PRIVACY POLICY

The principal purpose for collecting this information is to provide the data necessary to make determinations of qualifications for Teacher of the Year. This information may be shared with local, state, and national education agencies for lawful purposes as acknowledged by signing and submitting the acknowledgement form on page 12 of this application.

TEACHER ELIGIBILITY

We are pleased that you have been nominated to participate in the Teacher of the Year program. Each year the State of West Virginia identifies an outstanding teacher to be the West Virginia Teacher of the Year and to be the state nominee for National Teacher of the Year Program. Please read the following information carefully and be sure that you are eligible for consideration.

The Candidate should be an exceptionally dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school pre-kindergarten through grade twelve, who is planning to continue in an active teaching status the following year of application. (Supervisory and administrative responsibilities should be of secondary consideration). This opportunity is open to early childhood, middle/junior high, and adolescent level teachers of all subject areas.

The teacher must:

- hold professional certification in area(s) of assignment;
- be a current full-time classroom teacher as defined by a teaching contract;
- have completed the past three years as a full-time classroom teacher in West Virginia; and
- have verification of eligibility and consent to participate (enclosed in this application packet).

Additionally, please note: In the event that you currently have or have had approved leave in the past three years which did not constitute a break in service, you are eligible to apply.

The teacher *should*:

- 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; and
- be poised, articulate, and possess the energy to withstand a taxing schedule.

The criteria for a National Teacher of the Year Candidate are as follows:

The National Teacher of the Year candidate has the respect and admiration of their colleagues and

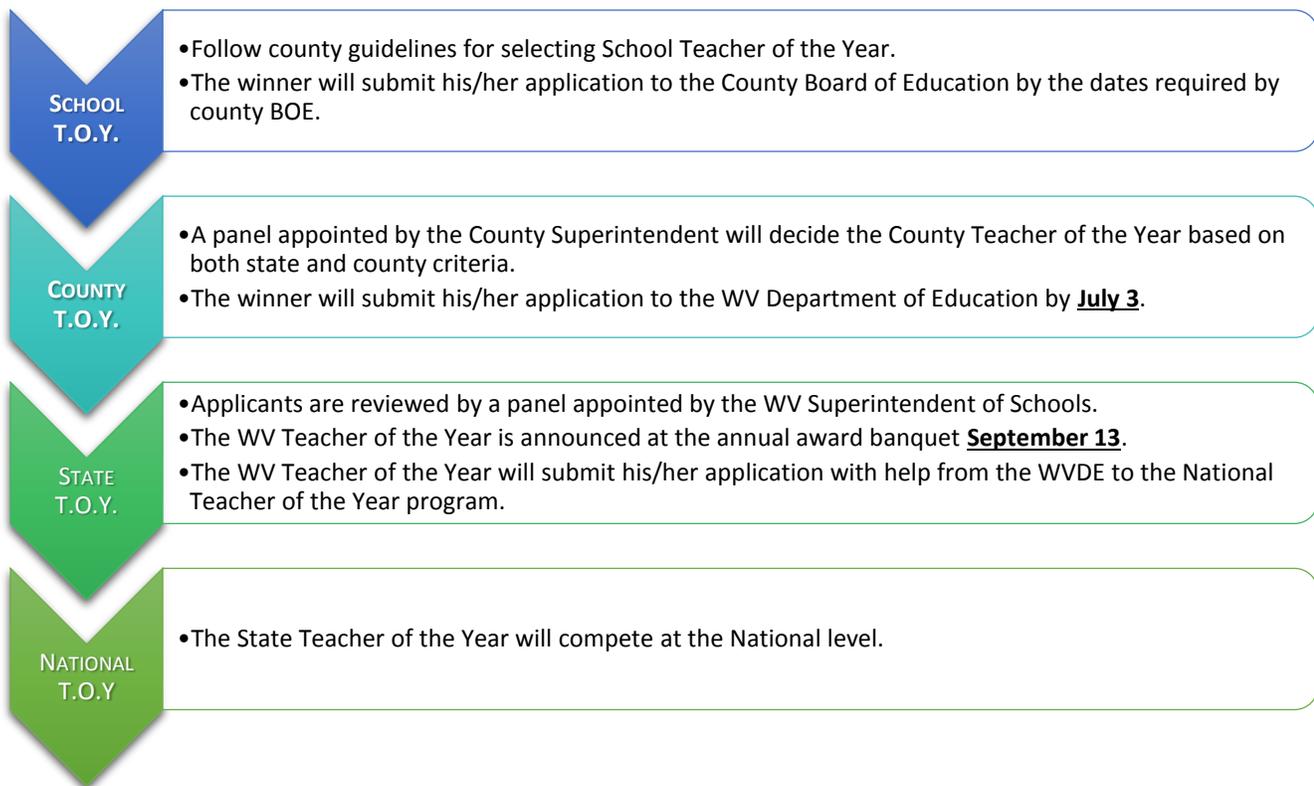
- is an expert in their field who guides students of all backgrounds and abilities to achieve excellence;
- collaborates with colleagues, students, and families to create a school culture of respect and success;
- deliberately connects the classroom and key stakeholders to foster a strong community at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

SELECTION PROCESS

Selection Process for the State Teacher of the Year is detailed below:

The West Virginia Superintendent of Schools will be ultimately responsible for selection of the State Teacher of the Year. The process of selection will be conducted by a select review panel, appointed by the State Superintendent of Schools.

Following review of the applications of all county nominations, the state review panel will interview the final candidates. The name of the state selected Teacher of the Year will be forwarded by the West Virginia Superintendent of Schools for consideration in the National Teacher of the Year Program competition.



TIMELINE

July 3, 2017	Deadline for applications by 4:45 p.m.
July 25-26, 2017	Panel reviews applications and selects finalists
August 15-16, 2017	Panel interviews finalists
September 13, 2017	Announcement of 2018 WV Teacher of the Year

JULY 2017						
S	M	T	W	R	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
S	M	T	W	R	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

An online copy of the application and general guidelines for the 2018 Teacher of the Year program is posted on the WV Department of Education Website at <http://wvde.state.wv.us/hr/teacherOfTheYear.php> .

Please provide all information requested in the application form.

- The entire application package must be accompanied by a signed cover letter from the County Superintendent specifying that the applicant is the county's official candidate for 2018 West Virginia Teacher of the Year Program.
- Signatures of the candidate, the candidate's principal, and the candidate's County Superintendent (Chief School Administrator).
- Each application must include one professional photograph suitable for publicity purposes (5" X 7" color, head shot preferred).
- Please limit your answers to the maximum word count indication for each question - use **12 point Times New Roman font with double spaced lines**. In order to provide all applicants with an equal opportunity, only the number of words requested will be accepted. Any additional pages and/or materials submitted will not be presented to the Selection Committee.
- Your application should be a clean, clear copy suitable for easy duplication.
- Submit the original application with one copy.
- Place the application packet in a plain, heavy-duty, manila envelope or folder. Be sure to include:
 - Consent Agreement
 - Letters of Support
 - 5" X 7" Publicity Photograph (Color - Head Shot Preferred)
- The application package must arrive at the following address **NO LATER THAN 4:45 p.m. on Monday, July 3, 2017.**

West Virginia Department of Education
Office of Human Resources
Attention: H. Julian Woods, Executive Director -OR- Liz Bryant, HR Secretary
Teacher of the Year Program
Building 6, Room 264
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330

2018 WEST VIRGINIA TEACHER OF THE YEAR APPLICATION FORM

PART 1. BASIC INFORMATION

Full Name

Preferred Name

County

Personal Address

Personal Phone

Personal Email

School County

Superintendent

Superintendent's Email

School Name

School Principal

Principal's Email

School Address

School Phone #

School Email

Subject Area

Grade Level

PART 2. DEMOGRAPHIC INFORMATION

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

1. School Size

2. County Size

3. Years of Teaching

4. Years in Current Position

5. Twitter Handle

6. Facebook Profile

7. Instagram Profile

8. Personal Blog Site

9. Personal Web Site

10. Other Social Media

11. Do you speak a language other than English fluently?

12. Professional Association Membership (write in all that apply)

- NEA
- AFT
- Other: _____

13. I am a National Board Certified Teacher

- Yes
- No

14. School Demographics (select all that apply)

- Public
- Charter
- Suburban
- Rural
- Urban
- Other: _____

15. What is your gender? (Optional)

- Female
- Male

16. Which category below includes your age? (Optional)

- 21-29
- 30-39
- 40-49
- 50-59
- 60 or older

17. What is your ethnicity? (Optional)

- White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
- Black/African American (A person having origins in any of the Black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Native American/Alaskan Native (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)
- Decline to Answer

PART 3. RESUME

Complete and attach your resume containing the categories below **(Two pages)**:

- Education
- Certifications
- Experience
- Leadership and Community Involvement
- Awards and Other Recognitions

PART 4. PROFESSIONAL BIOGRAPHY

Please complete your professional biography in 3rd person, as this will be used in promotional materials for the WV State Teacher of the Year Program including speaking opportunities and engagements. You will also need a headshot (color, portrait orientation, 5” by 7”). By completing this section, you agree that your biography and headshot can be used in all WV State Teacher of the Year materials. **(Max. 250 words)**

PART 5. RESPONSE QUESTIONS

Respond to the following questions, highlighting your personal story and why you believe you should be the 2018 WV State Teacher of the year. Please note the word limits for each question.

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? **(Max. 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. **(Max. 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. **(Max. 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. **(Max. 500 words)**
5. As the 2018 WV State 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? **(Max. 750 words)**

PART 6. SUPPORTING EVIDENCE

Attach **three** recommendation letters that support why you should be the 2018 WV State Teacher of the Year and a candidate for the 2018 National Teacher of the year. At least one of these letters must be a recommendation from a parent, colleague, administrator, or student. **(Each letter should not exceed one page in length.)**

ACKNOWLEDGEMENTS FORM

Candidate: I hereby give my permission that any or all of the attached materials (other than home address, telephone, SSN and DOB) may be shared with persons interested in promoting the State Teacher of the Year Program. I also acknowledge that if selected as the 2018 State Teacher of the Year, I will be released from classroom responsibilities during the year of my recognition in order to fulfill the obligations inherent in the honor including participation in the National Teacher of the Year Program.

Name of Candidate: _____

Signature of Candidate: _____ Date: _____

School Principal: I acknowledge that the nominee submits this application with my approval. If the nominee is selected as the 2018 State Teacher of the Year, he or she will be released from classroom responsibilities during the year of recognition.

Name of School Principal: _____

Signature of School Principal: _____ Date: _____

County Superintendent: I acknowledge that the nominee submits this application with my approval. If the nominee is selected as the 2018 State Teacher of the Year, he or she will be released from classroom responsibilities during the year of recognition.

Name of County Superintendent: _____

Signature of County Superintendent: _____ Date: _____

State Teacher of the Year Program Coordinator: I acknowledge that this application is accurate, and reflects the original content submitted by the CANDIDATE. I submit this candidate to the State Superintendent of Schools for submission to the National Teacher of the Year Program.

State Teacher of the Year Program Coordinator: H. Julian Woods, Executive Director

Signature of State Coordinator: _____ Date: _____

State Superintendent of Schools: I acknowledge that this candidate submits this application with my approval. The candidate will represent our state in the 2018 National Teacher of the Year Program. If the candidate is selected as the 2018 National Teacher of the Year he or she will be released from classroom responsibilities during the year of recognition.

State Superintendent of Schools: Dr Steven L. Paine

Signature of State Superintendent of Schools: _____ Date: _____

APPLICANT CHECK LIST

	YES	NO
1. Have you met all the eligibility requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2. In your application, include:		
a. Original copy of application with		
i. Signed cover letter from the County Superintendent	<input type="checkbox"/>	<input type="checkbox"/>
ii. Nominee's Signature	<input type="checkbox"/>	<input type="checkbox"/>
iii. School Principal's Signature	<input type="checkbox"/>	<input type="checkbox"/>
iv. County Superintendent's Signature	<input type="checkbox"/>	<input type="checkbox"/>
b. One additional copy of your application	<input type="checkbox"/>	<input type="checkbox"/>
c. One 5" x 7" colored photo suitable for publication	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you answered all the application questions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you use 12 point Times New Roman font?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you double space your responses?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you follow the word limits for each question?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has someone else proofread your application?	<input type="checkbox"/>	<input type="checkbox"/>

Only after you have answered "YES" to all of the above may you send your application to the West Virginia Department of Education at the following address by 4:45 p.m. on July 3, 2017.

West Virginia Department of Education
 Office of Human Resources
 Attention: H. Julian Woods, Executive Director -OR- Liz Bryant, HR Secretary
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