

Announcing the

2016-2017



*Missouri Teacher  
of the Year*

Application Information

Sponsored by



Major funding provided by



MONSANTO



DEADLINE FOR ENTRIES:

**July 31, 2016**

INCLUDES:

- Rules for candidates
- Directions for submitting application

**2016-2017**



The Missouri Teacher of the Year Program is conducted annually by the Department of Elementary and Secondary Education in conjunction with the National Teacher of the Year Program. Designed to focus public attention on excellence in teaching, the Teacher of the Year competition is the oldest nationwide program honoring classroom teachers. The National Teacher of the Year Program is sponsored by Voya Financial and is a project of the Council of Chief State School Officers. Major funding for the Missouri Teacher of the Year Program is provided by the Boeing Company and the Monsanto Fund.

### Who is Eligible?

Any full-time teacher, pre-kindergarten through grade 12, in a public school district may be a candidate. The nominee should be an exceptionally dedicated, knowledgeable and skilled teacher in any state-approved or accredited school, pre-kindergarten through grade 12, who is planning to continue in an active teaching status. (Supervisory and administrative responsibilities should be of secondary consideration.) Principals and other administrators are ineligible.

Candidates should be highly accomplished as evidenced by the district's Teacher Evaluation System. They should have demonstrated that they have the ability to significantly impact student learning regardless of the ability level or background of students. Candidates should have the respect of students, parents, and colleagues and should play an active role in providing leadership in the community.

Candidates should have the respect and admiration of students, parents and colleagues. They should inspire students of all backgrounds and abilities to learn. They should also play active roles in their communities, providing service and leadership in civic, religious or humanitarian endeavors.

Candidates should be poised and articulate. They should have the energy to withstand a busy schedule as well as the ability to meet people easily. These qualities are important, not only for the personal interview conducted by the state selection committee but also because the Teacher of the Year is frequently interviewed by the media and is invited to speak before professional and civic groups.

### Nominating Procedures

All Teacher of the Year applicants must be designated as Regional Teachers' of the Year by their respective regions of the state. Regional Teachers' of the Year are invited to submit an application for Missouri State Teacher of the Year.

### Selecting the Winner

A committee appointed by the Department selects the Teacher of the Year according to criteria established at the national level. The state selection committee is composed of the current and previous Teacher of the Year, a representative from each of the following organizations: Missouri PTA, MOSPRA, AFT, MNEA, MSTTA, MASA, MSBA, and business representatives from the Missouri Chamber of Commerce, The Boeing Company, Monsanto Fund and possible additional major funder(s). The selection committee will meet in August to review the candidates' materials and choose the finalists. Finalists are invited to Jefferson City in September for personal interviews with the committee. Following the interviews, the committee selects the winner.

## Teacher of Year Role and Responsibilities

The Missouri Teacher of the Year serves as the state spokesperson for the education community. This is a role that comes with enormous responsibility. The Teacher of the Year will find that many new doors will be open and many new ears will hear his or her message concerning education issues. The Teacher of the Year represents the entire teaching profession in Missouri.

The Missouri Teacher of the Year will be expected to fulfill the obligations inherent in this honor. Required engagements for the Teacher of the Year include:

- State Board Meeting recognition for Teacher of the Year
- National Teacher of the Year Program Conference in Dallas, Texas
- Washington, D.C. recognition of the National Teacher of the Year and State Teachers of the Year
- International Space Camp
- Next Steps Conference
- Recognition at the capitol with the governor and legislative leaders

Throughout the recognition year, the Missouri Teacher of the Year may also be called on to:

- Make appearances and/or speak at parent, business and community functions
- Deliver the keynote address at statewide conferences
- Serve on educational task forces
- Correspond/meet with legislators and/or the governor
- Present at workshops/conferences
- Host visitors in his or her home school and classroom
- Address the State Board of Education
- Participate in teacher appreciation activities
- Interview with educational channels – radio and television
- Serve on advisory boards or selection committees
- Consult with colleges of education and universities
- Participate in teacher recruitment forums and activities
- Present keynote speeches to state education organizations
- Attend various educational meetings
- Work with teachers at any of Missouri's 520 school districts, sharing knowledge and skills to increase teacher effectiveness

## Application Guidelines

Each candidate for the Missouri Teacher of the Year Program must submit application materials electronically *and* by mail to the Department of Elementary and Secondary Education. Candidates must adhere to the guidelines listed below. Instructions for submitting your application are on page 4. Signatures of the nominee, the nominee's principal and the nominee's superintendent (chief school administrator) must be provided on the cover page of the mailed copy of the application. Applicants not providing the signatures will not be considered as candidates.

All application pages for sections II-VIII (below) must meet the following guidelines:

- Page margins: left margin – minimum 1 inch; right margin – minimum .75 (or 3/4) inch; top and bottom margins – minimum 1 inch.
- Line spacing: minimum 1.5 spaces; double spacing recommended.
- Font and print size: font – Times New Roman, Arial, Calibri or Cambria; minimum 10-point type
- Pages must be numbered beginning with Section II. (Do not number Section I (the cover page) or Section IX (letters of support). Number all pages from Section II through Section VIII together (starting with the number 1) in the upper right or lower right corner.
- Each section (II through VIII) must include the section title at the top of the page.
- Candidates are limited to the designated number of pages per section. Any additional pages over that designation will not be considered by the committee.

Applications must include all of the following:

- I. Application cover page** (see page 5)
- II. Resume** (list most-recent activities first, two pages)
  - List colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
  - List teaching employment history. Indicate time period, grade level and subject area.
  - List professional association memberships and information about offices held and other relevant activities.
  - List activities related to staff development and the training of future teachers.
  - List awards and other recognition of your teaching.
- III. Professional biography** (two pages)
  - What factors influenced you to become a teacher? Describe what you consider to be your greatest contributions to and accomplishments in education.
- IV. Community involvement** (one page)
  - Describe your commitment to your community through service-oriented activities such as volunteer work, civic activities, etc.
- V. Philosophy of teaching** (two pages)
  - Describe your personal feelings and beliefs about teaching including your own ideas on what makes you an outstanding teacher. Describe the rewards you find in teaching.
  - How are your beliefs about teaching demonstrated in your personal teaching style?
- VI. Education issues and trends** (two pages)
  - What do you consider to be the major public education issues of today? Address one; outline possible causes, effects and resolutions.
- VII. The teaching profession** (two pages)
  - What can you do to strengthen and improve the teaching profession?
  - What is and/or what should be the basis for accountability in the teaching profession?
- VIII. National Teacher of the Year** (one page)
  - If chosen as the National Teacher of the Year, you would serve as a spokesperson and representative for the profession. How would you communicate the importance of education in our society to your profession and to the general public? As National Teacher of the Year, what would be your message?
- IX. Letters of support** (one page each, limit of three)
  - Include three letters of support from any of the following: superintendent, principal, colleague, student or former student, parent, or civic leader.

## Submitting Your Application Packet

Your application materials must be submitted electronically *and* by mail. The electronic application must be submitted by 5 p.m. July 31, 2016. The mailed application must be postmarked by July 31, 2016 and contain your signature and the signatures of your principal and superintendent. No application materials will be returned.

Photos of your classroom and class projects and other items may be included in your application packet as long as it stays within the maximum number of pages allowed. Please do not send a photo of yourself with your application.

To submit your application:

1. Open a new email and address it to: linda.dooling@dese.mo.gov.
2. In the subject line, type: 2016-2017 Teacher of the Year Application.
3. Attach the PDF of the completed application form (see page 5).
4. Attach your additional application pages (see page 3) as PDF files if possible. If you are unable to make PDFs of your documents, attach them as Word documents. (Make sure your documents adhere to the content, length, numbering, margin, font and spacing guidelines.)
5. Attach your signed letters of support scanned as PDF or JPEG files.
6. Make sure all documents are attached to your email before sending it.

Print one copy of the completed application cover page on page 5 (be sure to obtain the necessary signatures – yours, your principal and your superintendent), your additional application pages, and your letters of support and mail to:

Missouri Teacher of the Year Program  
Attention: Linda Dooling, Third Floor  
Office of Educator Quality  
Missouri Department of Elementary  
and Secondary Education  
P.O. Box 480, 205 Jefferson St.  
Jefferson City, MO 65102-0480

If you have questions about the application process, please email Linda Dooling at: linda.dooling@dese.mo.gov or call 573-526-6650.

## Awards

Awards are subject to change based on available funding and the schedule of elected officials.

### State level

- Recognition by the State Board of Education
- A banquet hosted by the State Board of Education (funding provided by Boeing)
- Cash awards provided by Boeing
- Recognition and cash award provided by the Missouri Daughters of the American Revolution
- Technology and software provided by SMART Technologies
- Ceremonies with the governor and legislators

### National level

- Automatically become a candidate for National Teacher of the Year honors
- Meet Teachers of the Year from other states at the national conference; meet the U. S. President; attend Space Camp; national forums, etc.



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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TYY 800-735-2966; email civilrights@dese.mo.gov.

**DEADLINE FOR ENTRIES: July 31, 2016**



2016-2017

Save to  
Computer

Please type the required information (use the tab key to navigate) and save to your computer using the button above. Then, print this page and obtain signatures where indicated (below) Follow the directions on Page 4 to submit application materials electronically *and* by mail.

Nominee name: \_\_\_\_\_ Home phone: ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_  
Home address: \_\_\_\_\_ School phone: ( ) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Major subject area (if any): \_\_\_\_\_ Grade level: \_\_\_\_\_  
Total years of teaching experience: \_\_\_\_\_ Years in present position: \_\_\_\_\_

I hereby give my permission that any or all of the attached materials may be shared with persons interested in promoting the Teacher of the Year Program.

Signature of nominee *(for mailed copy of application)* \_\_\_\_\_

Principal name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
School name: \_\_\_\_\_  
School address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
Number of students – building: \_\_\_\_\_

Signature of principal: *(for mailed copy of application)* \_\_\_\_\_

Superintendent name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
District name: \_\_\_\_\_ County/District code: \_\_\_\_\_  
District address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
Number of students – district: \_\_\_\_\_

Signature of superintendent: *(for mailed copy of application)* \_\_\_\_\_

MISSOURI TEACHER OF THE YEAR APPLICATION COVER PAGE