

### Administrative Memo

Date: October 29, 2015  
To: School Administrators  
From: Paul Katnik, Assistant Commissioner, Office of Educator Quality  
Subject: EQ-15-004 Missouri Teacher of the Year Program

Beginning with the 2015-2016 year, the Department of Elementary and Secondary Education will be adding a Regional Teacher of the Year recognition level to the Missouri Teacher of the Year Program. Through this addition, Missouri will be able to recognize excellence in teaching at the school, district, regional and statewide levels.

There will be two distinct routes that ultimately lead to the Missouri State Teacher of the Year Program. In some Missouri school districts, there is a building/district process that recognizes a district level Teacher of the Year. Other districts do not have a structured process in place for this recognition. Because one of the goals of the Missouri Teacher of the Year Program is to recognize highly effective teachers across the state, we want to acknowledge this difference and provide opportunities for all public and charter schools to participate.

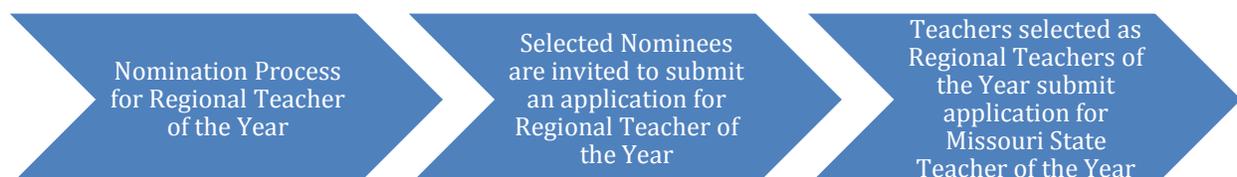
### Two Routes to Missouri State Teacher of the Year

#### Route 1:



For districts or charter schools that already have a process in place to select a District Teacher of the Year, the addition of the Regional Teacher of the Year application and recognition will add an intermediary step in the process to the Missouri State Teacher of the Year recognition.

#### Route 2:



For districts or charter schools that **do not have a process in place** to select a Teacher of the Year, a nomination process will serve as the recognition at the building/district level. Teachers, administrators, community members, parents or even students will be able to submit a nomination form for a highly effective teacher; verification of the teacher's eligibility will be obtained; and the teacher will be invited to submit a Regional Teacher of the Year Application. (Multiple Regional Teacher of the Year Applications from the same district/school will go through a pre-screening process prior to the regional recognition process. Each district/charter school is allowed one entry in the regional recognition process. Eliminations will be made at the state level prior to transferring the Regional Applications to the Regional Service Centers.)

Regional Service Centers will have a regional selection committee composed of individuals from the teacher organizations; administrator organizations; and higher education. The selection committee will review candidate applications and select the Regional Teacher(s) of the Year by July 17, 2016. Thirty-two Regional Teachers of the Year will be chosen based on regional student population.

- Northeast – 1
- Northwest – 1
- South Central – 2
- Central – 2
- Southeast – 2
- Heart of Missouri – 3
- Southwest RPDC – 3
- Kansas City – 6
- St. Louis – 10
- Southwest Center - 2

Teachers selected as *Regional Teachers of the Year* will receive a plaque, a cash award of \$250 from their Regional Service Center and a *Regional Teacher of the Year* name tag. In addition, each *Regional Teacher of the Year* will be invited to submit an application for the *Missouri State Teacher of the Year Program*.

All Regional Teachers of the Year, their respective spouses/significant others, building level principal, superintendent and school board president will be invited and recognized at the Missouri State Teacher of the Year Awards Banquet in October.

**This addition fulfills the following department goals:**

- Design a plan to recognize exemplary teachers from diverse educational communities (i.e. urban, suburban, rural) by January 2015. ([Top 10 X 20 Plan, Goal 3, 3A.2d](#))
- Providing a structure and protocol for identifying and recognizing exemplary performance statewide ([Educator Equity Plan Draft 5, Strategy 5](#))

**Benefits of Adding the Regional Level:**

- Allows for greater participation by districts and charter schools
- Promotes a positive image of education through greater public awareness
- Identifies a pool of highly effective teachers in each region of the state
- Rewards and honors effective teachers and teaching
- Identifies effective teachers that could provide services regionally

For questions or additional information, please contact Linda Dooling, Director of Educator Development at 573-751-7986 or [Linda.Dooling@dese.mo.gov](mailto:Linda.Dooling@dese.mo.gov).