

MAINE TEACHER OF THE YEAR

2018 County and 2019 State Teacher of the Year Process and Timeline

Phase I – County Teacher of the Year Selection

1. NOMINATIONS

January 4-February 5, 2018

Nominations are accepted online.

Teachers who are nominated are notified by Educate Maine and can “opt in or opt out” of the selection process. (Notification week of February 5, 2018)

2. TEACHER OPT IN-OPT OUT

February 5-February 22, 2018

Opt In - If teachers “opt in” to the process:

Teacher materials due by **5:00 pm on February 22, 2018**

A. *Teacher Profile Information*

Curriculum vitae (CV includes Education and Work History, professional development and community involvement)

B. *Essays (3)*

Required Essay:

- a. **Without using names, describe one of your students and how you helped the student meet or overcome a challenging situation.**

Respond to **two** of the following prompts

- b. **Describe two of your strengths as an educator.**
- c. **What are your professional growth goals for the next year?**
- d. **Why did you become a teacher?**

- i. one (1) page; double-spaced; 1 inch margin; no less than 10 pt. font; Min: 250 words; Max: 500 words.

C. Confirm contact information

(Guidance for essays: each essay is limited to one (1) page; double-spaced; 1 inch margin; no less than 10 pt. font -Min: 250 words; Max: 500 words)

Those who opt in and submit this information but do not move on in the process receive 5 Contact Hours

This phase is intended to get a sense of the educator's connection to students and to the classroom.

3. PRINCIPAL ENDORSEMENT

February 27-March 9, 2018

Principal notifications – **February 27, 2018**

DEADLINE to ENDORSE TEACHER CANDIDACY: **5:00 pm on March 9, 2018**

Required information from Principal:

- a. *Principal Recommendation letter – upload as PDF on letterhead*
- b. *School contact information*
- c. *Answer question “Is there anything in this person’s background or professional practice that indicates that this educator shouldn’t be held as an example of the best in our state and the nation and should not receive public accolades as an educator and role model?”*

4. COUNTY SELECTION TEAM – REVIEW #1

MARCH 15- MARCH 23

County Selection Teams review materials

County Finalists – no more than 3 per county

March 27, 2018 notification

5. COUNTY FINALISTS

March 29-April 9, 2018

County **Finalists** work on their additional materials (March 29 – April 9)

CTOY Finalists materials due - **DEADLINE by 5:00 pm on Monday, April 9, 2018**

Letters of recommendation (3) from:

- District (Superintendent, School Board, Director of Curriculum, etc.),
- Colleague or Student
- Parent or Community Member

Essays: Respond to **two** of the following four prompts:

- Describe the structure and organization of your classroom and how it impacts student learning.
- How do the ways you monitor student learning inform your instructional planning?

- Describe how you contribute to your school's culture of continuous improvement.
- Explain your impact on your school community.

Essay guidance: each essay is limited to one (1) page; double-spaced; 1 inch margin; no less than 10 pt. font; Min: 250 words; Max: 500 words.

This phase asks the candidates to examine their instructional practice and professional development at a deeper level.

*Those who submit this information but are not selected as the County Teacher of the Year receive **10 Contact Hours and an invitation to ECET2.***

**6. COUNTY SELECTION TEAM - REVIEW #2
APRIL 23-27, 2018**

County Review Teams review materials and schedule interviews for **April 23-27th**.
County Review Teams interview County Finalists (in person or phone)
Inform Educate Maine of selection by **April 27, 2018.**

**7. COUNTY TEACHERS OF THE YEAR
NOTIFICATION: **MAY 1, 2018****

May 9 – 2018 County Teacher of the Year Dinner and Program – Senator Inn, Augusta

May 10- State House Hall of Flags Announcement

County TOYs receive an additional 5 Contact Hours for a total of 15 Contact Hours and an invitation to ECET2 from Maine State Teacher of the Year Association.

Phase II – Maine Teacher of the Year - Selection of State Semi-finalists

**8. Classroom Video Project
Due May 25, 2018**

- A. Classroom Video Project:
 - Prepare and submit an 8 – 10-minute classroom teaching video
 - Date stamped or a video attestation (form supplied)
 - Write a one page reflection paper - highlighting one strength in the video and one thing you would change and why.
- B. Solicit and submit one (1) additional recommendation letter from a community stakeholder: addressed to “Maine Teacher of the Year Selection Committee”. This person should be familiar with your “out of school” volunteer, community service activities. 1.3.18

STATE SELECTION TEAM – REVIEW #1

JUNE 8, 2018

State Review Panel screening

State TOY Semi-finalists announced (no more than 8)

Semi-finalists work on the State Teacher of the Year requirements

- Oral Presentations
- Portfolio 1

Phase III – Selection of State Finalists

(This phase is designed to give us the strongest candidate for the National Teacher of the Year selection process.)

9. Oral Presentations (Tentative August 6, 2018)

- The purpose of the Oral Presentation is to establish the speaker’s ability to express his/her ideas with conviction and poise. This provides a “level playing field” for each semi-finalist.
- Presentation: Each semi-finalist will make a **formal 7-8 minute presentation** on a topic of their choice
- Expert Panel: teachers will respond to unannounced questions from the audience – Education Policy, Classroom Practice, Leadership.
- The oral presentations will be scored by members of the State Review Panel.

10. Portfolio Part 1 (Tentative August 6, 2018)

- On the day of the Oral Presentations, each semi-finalist will submit a portfolio with the following information:*
 - ✓ Basic Information (Name, address, school and district information, etc.)
 - ✓ Demographic Information
 - ✓ Professional Associations
 - ✓ Resume
 - ✓ And response to two questions:
 - 1. Describe a lesson 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? (maximum 500 words)**
 - 2. How do you ensure that your students are connected to the world around them? Describe the ways in which you do this. (maximum 500 words)**

The portfolios will be scored by members of the State Review Panel and combined with the scores of the Oral Presentations, the 3 State Finalists will be selected.

Additional Contact Hours: 15 - for a total of 30 contact hours.

Selection of State Finalists

August 27, 2018

(no more than 3) will be announced based on the combined numerical ratings from the oral presentations, and portfolios of the semi-finalists.

Phase IV – Selection of the State Teacher of the Year

11. Portfolio Part 2

National Teacher of the Year Application

State finalists will prepare notes/drafts of responses to three additional essay questions for the 2019 National Teacher of the Year application and consider their final recommendations should they be selected as Maine Teacher of the Year. This includes:

1. Responses to **three essay** questions:
 - Describe a project or initiative you have been involved in. What was your role, and how did this contribute to the overall school culture? (*maximum 500 words*)
 - What do you consider to be a major public education issue today? Describe why this is important to you, and how you are addressing this from your classroom. (*maximum 500 words*)
 - 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 general public? (*maximum 500 words*)
2. Supporting Evidence: 2019 State Finalists consider the 3 letters of recommendations they will submit IF selected as 2019 Maine Teacher of the Year. At least one of these must be a recommendation from a parent, colleague, administrator, or student and each letter should not exceed two pages in length.

12. School Site Visits

(Week of September 17-21, 2018)

- State Finalists are visited at their schools, where State Review Panel members will observe the teachers' classroom, and interview colleagues, administrators, students, support staff, parents, and local board of education members. A sample agenda will

be provided for the school principal for planning purposes.

13. **Final Interviews**

Tentative Date: September 24 (after school site visits complete)

- State Finalists are interviewed by a group consisting of members of the State Review Panel, the Teacher of the Year program coordinator, legacy Teachers of the Year, and the Commissioner of Education. A consensus approach to scoring will be used to rank order the State Finalists.

The numerical ratings/scoring from the portfolio essay responses, interviews and school site visits will be combined and the State Review Panel will put forth one candidate to the Commissioner of Education to be named the 2018 Maine Teacher of the Year.

Announcement of 2019 Maine Teacher of the Year

Contact Hours: 15 additional contact hours awarded (total of 45 for State Finalists)

Announcement of the 2019 Teacher of the Year should be completed by October 15th to allow time for the completion of the National Teacher of the Year Portfolio.

Phase V – Maine Teacher of the Year

- A. Finalize and submit electronically the National Teacher of the Year application/portfolio – due by November 1, 2018
 - The Maine Teacher of the Year represents Maine in the National Teacher of the Year program. The [National Teacher of the Year Program](#) (NTOY) is the oldest and most prestigious honors program to focus public attention on excellence in teaching. The National Teacher leaves the classroom and spends the year as a teacher ambassador, speaking nationally and internationally.
 - The MTOY Coordinator will assist the TOY with the national portfolio/application development process, explanation of timelines, and will read and critique the portfolio before it is submitted to NTOY. A mentor from the Maine State Teacher of the Year Association is available to the TOY throughout the process.
- B. Official Year of Service – begins January 1, 2019
 - The Maine Teacher of the Year will be invited to serve on various committees, to participate in many programs and events, and to speak on a number of occasions representing the teaching profession. As there is no prescribed itinerary or job description for Maine’s TOY, he or she can accept or decline these inter-state invitations as time and interest permits.
 - There are five national events that the Maine Teacher of the Year is expected to

participate.

- **Teacher of the Year Induction Conference.** Each year all 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. The Teacher of the Year Induction annual conference is typically held in late January or early February. 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 - State Teachers of the Year.** 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 Teacher Appreciation Week in early May. The dates will be confirmed at a later date.
- **Education Commission of the States National Forum on Education Policy.**
June
- **International Space Camp.** Another exciting opportunity for the State Teacher of the Year is International Space Camp at the U.S. Space & Rocket Center in Huntsville, Alabama. This camp, attended by the 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. The date for Space Camp will be the last week of July.
- **Next Steps Conference.** October. Princeton, New Jersey

The Maine Teacher of the Year Program is administered by Educate Maine in partnership with the Maine Department of Education. For more information, contact Dolly Sullivan at dolly@educatemaine.org.

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