



Timeline for Selection of Florida Department of Education-Macy's Teacher of the Year

- Fall 2015** Distribution of nomination packets
- February 1, 2016** Complete nomination packets **must be electronically sent to** EdRecognition@fldoe.org
- February 1, 2016** Video submissions must be submitted by this date
- March - April 2016** State selection committee members review district nominee packets
- April 1, 2016** Deadline for district notification of district winners
- May 2016** Announcement of Teacher of the Year finalists
- May – June 2016** State selection committee members interview finalists
- July 2016** Florida Department of Education Teacher of the Year Roundtable
- July 2016** Macy's gala awards ceremony honoring District Teachers of the Year, and the announcement of the 2017 Florida Department of Education-Macy's Teacher of the Year

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2017 Florida Department of Education-Macy's Teacher of the Year Program.

- Prior to February 1, participating districts and institutions must select a candidate who will represent the district or institution as the Teacher of the Year. **The candidate selected should be willing and able to attend the Teacher of the Year Roundtable and gala awards ceremony held in Orlando.** The method and materials used to select the candidate may vary according to the district, but should include all public school teachers in the district (see “Eligibility” section below).
- Submit the completed nomination packet **with a cover letter** from the district superintendent verifying that the nominee has been selected as the District Teacher of the Year. The letter must acknowledge the district superintendent's agreement to release the nominee from his/her classroom responsibilities in the event the nominee is selected as the 2017 Florida Department of Education-Macy's Teacher of the Year.
- Include **three letters of recommendation of no more than one page in length**. A letter from the teacher's current principal is **required**. Remaining letters may be selected from colleagues, former principal(s), a parent, a current or former student, an administrator and/or a civic or community leader. **No more than three recommendation letters will be accepted.**
- **Include one recent color high-quality, professional, digital photo (jpg or eps file). Casual snapshots, photos with props, scanned photos and other non-quality produced photographs are not acceptable.**
- Along with the nomination packet, email YouTube video link in accordance with the instructions set forth in Section V of the application - Video Submission guidelines.
- **Each district nominee must complete and submit the state of Florida's Substitute W9 Form online at <http://www.myfloridacfo.com/aadir/docs/W-9Instructions022212.pdf>. Paper copies will not be accepted. One of the following confirmations must be included in the individual's nomination packet submission: confirmation page which indicates that the 10-step process has been successfully completed; or the print screen page of the W9 Form. Please ensure that that you remove the Social Security number prior to forwarding these documents.**
- **Electronically send complete nomination packet with required submissions and digital photo to EdRecognition@fldoe.org. Please indicate Program Name and County in the Subject Line. Example: Teacher of the Year – Bay County**

The selection committee will consider and review only the materials requested in the nomination packet. Thus, additional materials submitted with the application will not be considered.

A state selection committee comprised of educators and community leaders will select the finalists. Selection committee members include the following:

- Representatives from the Florida Department of Education
- Representatives from teacher professional organizations

- Former Teachers of the Year
- Deans or directors of teacher preparation programs
- School principals
- Parents
- Business and community leaders

In the event a District Teacher of the Year is selected as a finalist, the district superintendent and the finalist will be notified. **Please note, the department will not disclose the identities of the finalists prior to the dates that the announcements are made, nor will the department disclose the announcement dates. The department and Macy's will make the announcements to the media and publish the identities of the finalists on the department's website at www.fldoe.org.**

Members of the selection committee will interview the finalists. A videographer will also film each finalist in his/her classroom in order to produce a taped segment that will be broadcasted during the Macy's gala celebration.

Florida Department of Education-Macy's Teacher of the Year Events

District Teachers of the Year will be invited to participate in the Florida Department of Education-Macy's Teacher of the Year Roundtable, organized by the Florida Department of Education. The gala and awards ceremony hosted by Macy's are scheduled in conjunction with the roundtable.

Eligibility

Each district and/or participating institution may nominate only one teacher. Only the district superintendent may submit the nomination. Nominations should be made without regard to race, age, sex, national origin, religion or disability.

The following full-time district educators are eligible for nomination.

- Classroom teachers in traditional and charter public schools - Grades Pre-K through 12
- Adult education teachers
- Postsecondary vocational/technical education teachers
- Department chairpersons who actively engage in classroom teaching
- Guidance counselors
- Media specialists
- Speech/language pathologists
- Special area teachers (e.g., exceptional student education, foreign languages, music)
- Other professional educators performing instructional support services **with students** (e.g., school psychologists, school social workers and instructional coaches)

School personnel who work in an administrative or supervisory capacity, such as principals or deans of students, are ineligible.

Selection Criteria

- Demonstrates a superior ability to foster excellence in education; contributes to the continuous improvement of student learning and the school environment; and maintains a record of superior teaching performance as evidenced by student learning gains, annual performance assessment and recognition of work
- Utilizes original and/or innovative instructional materials, methods, curriculum or tools, such as interdisciplinary instruction, project-based learning, research-based programs or technology to facilitate instruction
- Actively engages in targeted, collaborative and sustained professional development and demonstrates leadership in educational activities at the school, district and/or state and national level, such as active membership in an advisory council, task force or professional organization or through involvement as a grade level or department chair
- Demonstrates a commitment to creating a climate of caring and respect inside and outside of the classroom with students, families and other stakeholders conducive to effective teaching and learning and engages parents/families in the learning process to enhance student achievement

Judging Criteria

- Lists complete work history including dates of employment and descriptions of responsibilities and accomplishments
- Lists past achievements
- Lists school or community involvement, leadership or volunteer experience
- Demonstrates success at advancing student learning using data
- Describes how students are performing upon entrance of the classroom versus when they leave
- Describes the instructional practices seen in video and how strengths have been developed and opportunities for further growth
- Describes leadership in school, district or subject area. Notes leadership during transitions association with higher standards, new assessments and changes to evaluations, if applicable
- Describes involvement of parents, families and community in education
- Describes inspiration as an educator
- Message as Teacher of the Year to public as spokesperson for the teaching profession
- Letters of recommendation supporting effectiveness in the classroom, in the school and as a leader
- Overall quality including appearance, specifications, grammar, spelling, and readability
- Follows prescribed format

State Awards

Based upon availability of funds, the Florida Department of Education presents awards to the Florida Department of Education-Macy's Teacher of the Year, each finalist and each District Teacher of the Year. The awards are distributed during the Teacher of the Year Roundtable.

Instructions for Completing Sections I-III of the 2017 Florida Department of Education-Macy's Teacher of the Year Application:

Instructions for Sections I-III: Please respond in writing to the following three (3) sections. Responses must be typed using a font not smaller than 11 point. Begin each section on a new page. At the top of the page, specify the section number, title and page or word limit information. Please number the pages continuously for the entire collection of responses.

Reminder: Limit your answers to the number of pages or words requested in each section. Only requested information will be reviewed.

I. Résumé

Your resume should include the following information, where applicable:
(Limit response to two pages)

1. Complete work history, including dates of employment and descriptions of responsibilities and accomplishments;
2. Any past achievements – academic, professional or personal; and
3. Any school or community involvement, leadership or volunteer experience.

II. Teaching Practice

Respond to the items below. Response must be typed and double-spaced utilizing a font not smaller than 11 point. Please number the pages within this section.

Question 1: Limit to 350 words or less

Please describe the strongest evidence available to demonstrate your success at advancing student learning. We encourage you to use data from measures that are formal and informal, short and long term. Using data, how are your students performing when they enter your classroom versus when they leave?

Question 2: Limit to 500 words or less

Please describe the instructional practices that panelists will see in your video. What are the strengths that are evident? What of these strengths are new parts of your teaching repertoire?

How did you develop this new strength? What does the video show as an opportunity for further growth?

Question 3: Limit to 500 words or less

Please describe how you have been a leader in your school, district or subject area. If applicable, make note of your leadership during the transitions associated with higher standards, new assessments and changes to evaluations.

Question 4: Limit to 250 words or less

Please describe how you have involved parents, families and the community in education.

III. Florida Department of Education/Macy's Teacher of the Year

Limit to 250 words or less

As Teacher of the Year, you would serve as a spokesperson and representative for the teaching profession, especially Florida's teachers. What would be your primary message?

IV. Why Teach?

Limit to 1,000 words or less

What inspires you as an educator?

V. Video Submission Guidelines

In your written application, we asked you to reflect on your teaching practice. Now, we want to see your practice in action.

Through video of your work in the classroom, we hope to gain a view of your teaching that is as authentic and complete as possible. **Each district nominee must film an unedited video of you teaching a lesson following these guidelines. If your video does not follow the Video Submission Guidelines, it may be disqualified from consideration.**

Your video should convey how you practice your profession, make decisions, create a productive classroom climate, and engage your students in learning. Your video recording should illustrate your key practices. While you should choose a lesson that allows you to demonstrate a range of instructional abilities and skills, we encourage you not to create an unusual or special lesson specifically for this purpose; we believe great teaching will be evident even in routine days in the classroom.

Step 1 – Obtain signed parent consent forms

Prior to recording your video, you should have secured permission from the parents or legal guardians of all students in your video. If a student's parents refuse to grant permission, please ensure that the student is seated out of the camera's range and that his or her full name is not used in the video.

Step 2 – Prepare your equipment for recording

There is no special equipment required! You can use almost any type of camera to film your lesson, including a digital camera, camcorder, flip cam or iPhone/iTouch.

Please keep in mind the following:

- Higher quality video recording is preferred. Some digital cameras have a limit on video length. You may want to test your camera before recording your lesson.
- An external microphone enhances the audio quality, but is not required.
- Some camcorders create proprietary video files that require conversion before they can be saved to your computer. The conversion software should come with the camera.

Step 3 – Record and review your lesson

Recording Guidelines

In order for a panelist to have sufficient information to perform an evaluation, you need to record:

1. Your actions;
2. The majority of the student's actions; and
3. Clear audio for you and the students.

Your video recording should show that you are effectively engaging the entire class, and should show some interaction with specific students (not every student must be shown). Note that your video should not be cut or edited in any way before submission. Lesson introductions are not needed. **Your video must reflect an entire lesson not to exceed 45 minutes and should include introduction/warm-up, instruction, and formative assessment/wrap-up.**

Filming Tips

1. **If possible, use a tripod.** Having the camera in a fixed position eliminates the wobbly effect of an unsteady hand.
2. **Point the camera at the speaker.** Place the camera at the side of the room and, if possible, set it up high on a counter or table.
3. **Record continuously** rather than stopping the camera or moving rapidly back and forth between people.
4. **Ask another adult to operate the camera,** if possible.
5. **Turn on all the lights and open curtains and blinds.** If there are windows along one side of the classroom, point the camera away from (rather than into) that light.
6. **Close the classroom door and windows** to minimize background noise, if possible.
7. **Repeat student responses** to make them audible on the video if students speak in a low voice.

Test Your Video

Please watch the video on your computer to test the video and audio quality before submitting to the department.

- Can you clearly hear the instructions given by the teacher?
- Can you clearly hear responses given by students?
- Is writing on the chalkboard/whiteboard clearly visible (if important to lesson)?

Again, the video recording of your classroom teaching must be continuous and unedited. If your recording appears to have been edited, the entire entry will not be scored.

Step 4 – Submission of Video to the Florida Department of Education

Submit your video via YouTube link. Ensure video is unsubscribed and unlisted on the privacy settings. Work with your school and/or district’s technology representative for assistance. To help provide our panelists additional context when you submit your video, **please also note the lesson objective and include a lesson plan with your electronic nomination packet submission.** You do not need to include any student work.

Nomination Packet Submission Requirements Checklist

Please be sure to include the following:

- Your first and last name where required, as it will appear on badges and certificates.
- Complete addresses (**including zip codes**) where requested.
- Completed and signed Application and Nomination forms (**both are required**)
- Complete and submit the state of Florida’s Substitute W9 Form online at <http://www.myfloridacfo.com/aadir/docs/W-9Instructions022212.pdf>. Paper copies will not be accepted. **Confirmation page must be submitted with nomination packet. Please ensure that that you remove the Social Security number prior to forwarding these documents to us.**
- One (1) **signed cover letter from the district superintendent** verifying that the nominee has been selected as the District Teacher of the Year.
- Three (3) letters of recommendation (see nomination procedures for instructions).
- Email one recent color high-quality, professional digital photo (jpg or eps file) to EdRecognition@fldoe.org. Casual, snapshots, photos with props, scanned photos and other non-quality produced photographs are not acceptable.
- Include video lesson objectives and lesson plan with electronic nomination packet submission.
- Electronically send complete nomination packet with submissions and attached digital photo to EdRecognition@fldoe.org.
- Along with nomination packet, please email YouTube video link in accordance with the instructions set forth in Section V of the application.

Please note: Incomplete packets will not be considered.

***** Packets must be submitted by **Monday, February 1, 2016*******

2017 TOY Nomination Form (all information must be typed)

Entire form must be completed (including zip and area code) and submitted with your packet.

District Teacher of the Year Nominee: _____

District Teacher of the Year Nominee School District: _____

Name of District FTOY Program Coordinator: _____

District FTOY Program Coordinator's Address: _____

District FTOY Program Coordinator's Phone Number: _____ **Fax:** _____

District FTOY Program Coordinator's Email Address: _____

I acknowledge that this nomination is submitted with my approval and that if the nominee is selected as the 2017 Florida Department of Education-Macy's Teacher of the Year, he or she will be released from classroom responsibilities during the year of recognition.

Packets must be submitted by Monday, February 1, 2016

Superintendent's Signature

Principal's Signature

2017 TOY Application Form (all information must be typed)

Entire form must be completed and submitted with your packet.

Name: (first/last) _____

Name as you would like it to appear on badge and certificates, if different from above: _____

Teacher's Work Email Address: _____ Personal Email Address: _____

Name on Twitter, if applicable: _____

Home Address: _____ Home City and Zip: _____

Home Telephone: _____ Home Email Address: _____

School: _____ Principal: _____

Principal Telephone: _____ Principal Email Address: _____

School Address: _____ School City and Zip: _____

School Telephone: _____ School Fax: _____

School Profile: Urban Suburban Rural

Current Teaching Field: _____ Grade Level: _____

Total Years Teaching Experience: _____

Number of Years Teaching in Florida: _____

Number of Years in Current Position: _____

Subject Area(s) in which you hold a Florida Teaching Certificate: DOE Certificate Number _____

I hereby agree that any of the attached materials (excluding my SSN, home address and telephone) may be shared with persons interested in promoting the Florida Department of Education-Macy's Teacher of the Year Program. **I also acknowledge that if selected as the 2017 Florida Department of Education-Macy's Teacher of the Year, I will be released from my classroom responsibilities during the 2016-2017 school year in order to serve as a spokesperson for the teaching profession. Please read below and check the applicable response.**

Please consider me as a finalist for the 2017 Florida Department of Education-Macy's Teacher of the Year Program.

Please **DO NOT** consider me as a finalist for the 2017 Florida Department of Education-Macy's Teacher of the Year Program.

Signature of Nominee

Date

State of Florida Substitute W9 Form

Each district nominee must complete and submit the state of Florida's Substitute W9 Form online at <http://www.myfloridacfo.com/aadir/docs/W-9Instructions022212.pdf>. Paper copies will not be accepted.

One of the following confirmations must be included in the individual's nomination packet submission: Confirmation page which indicates that the 10-step process has been successfully completed; or print screen page of the W9 Form. Please ensure that that you remove the Social Security number prior to forwarding these document to us.

An award check will not be issued if this information is not received.