



2013 Program Synopsis

The Florida Department of Education-Macy's Teacher of the Year Program celebrates the contributions of classroom teachers who demonstrate a superior capacity to inspire and increase the learning of students of all backgrounds and abilities. Since its inception in 1988, the program continues to be a prestigious honor drawing participation from Florida's 72 public school districts and other institutions. The Teacher of the Year serves as the Christa McAuliffe Ambassador for Education, pursuant to s.1012.77, Florida Statutes, for the 2012-2013 school year. In this capacity, he or she acts as a representative and spokesperson for the teaching profession. The Ambassador represents the Department of Education throughout the state in a variety of settings including public appearances, membership on education and civic task forces, and instructional coaching.

In partnership with the Department of Education, Macy's sponsors the Florida Department of Education-Macy's Teacher of the Year Program. Each year, the Macy's Foundation contributes over \$100,000 as a tangible way of demonstrating its commitment to excellence in teaching and to salute the members of the educational community. The Macy's Foundation presents each District Teacher of the Year with a cash award of \$1,000 (of which \$250 goes to the teacher's school). Each of the five state finalists receives a cash award of \$5,000 (and the finalist's school receives \$1,000). The Macy's Foundation is proud to present the Florida Department of Education-Macy's Teacher of the Year with a cash award of \$10,000 (and \$1,000 to the school). In addition, Macy's underwrites the annual Florida Department of Education-Macy's Teacher of the Year gala awards celebration. This event is held in conjunction with the Florida Department of Education's Teacher of the Year Roundtable. The Roundtable affords Teachers of the Year the opportunity to network with colleagues, share ideas, and provide input on educational issues of state and national importance.

As the Florida Department of Education-Macy's Teacher of the Year, the Ambassador for Education also participates in the National Teacher of the Year Program as the state's delegate, as well as in various events for Macy's.

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

Fall 2011	Distribution of nomination packets
March 5, 2012	Complete nomination packets must be postmarked by this date
March 5, 2012	Sections I-III of the 2013 Florida Department of Education-Macy's Teacher of the Year application must be e-mailed to Bonita.Hampton@fldoe.org
March - April 2012	State selection committee members review district nominee packets
April 13, 2012	Deadline for District Notification of District Winners
May 2012	Announcement of Teacher of the Year finalists
May – June 2012	State selection committee members interview finalists
July 2012	Florida Department of Education Teacher of the Year Roundtable
July 2012	Macy's Gala Awards Ceremony honoring District Teachers of the Year, and the announcement of the 2013 Florida Department of Education-Macy's Teacher of the Year

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2013 Florida Department of Education-Macy's Teacher of the Year Program:

- Prior to March 5, 2012, 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 the 2013 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 two (2) recent (identical) color high-quality professional photographs with plain background of the nominee (5" x 7" head to shoulder front pose only) to the address provided below. Casual snapshots, photos with props, scanned photos and other non-quality produced photographs are not acceptable. All photos must be printed on photo paper. Digital photos can be e-mailed to the address below. The Department cannot guarantee that the pictures will be returned. Please do not staple or tape photographs to the application.**
- Mail **one (1) VHS videotape or Verbatim brand DVD (labeled with first and last name and district name only)** in accordance with the instructions set forth in Section IV of the application. The video should be forwarded to the address provided below. Please rewind the tape fully prior to submission to the Department. The Department cannot guarantee that the videotape will be returned. *See Suggested Guidelines for Videotaping.*
- Make ten (10) stapled copies (one corner staple per set) and mail along with the original non-stapled packet **including materials requested** to the address provided below. Please do not include any folders, sheet protectors, notebooks, or other non-required pictures. Please use plain white paper (no coverstock or color paper). **Copied sets should be identical to original, including nomination and application forms, minus photos.**

- **E-mail Sections I-III of the Florida Department of Education-Macy's Teacher of the Year Application no later than March 5, 2012, to Bonita.Hampton@fldoe.org.**
- 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:

- 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 Web site 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 broadcast during the Macy's gala celebration.

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

The 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 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 (i.e. exceptional student education, foreign languages, music)
- Other professional educators performing instructional support services **with students** (i.e. 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 and contribute to the continuous improvement of student learning and the school environment
- Displays relevancy and expertise in content area
- 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
- Maintains a record of superior teaching performance as evidenced by student learning gains, annual performance assessments, and recognition of work
- Actively engages in targeted, collaborative and sustained professional development
- 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
- Participates in peer coaching or mentoring activities in direct support of teacher preparation candidates
- Engages in inquiry or research techniques in the classroom to improve the teaching and learning process
- Engages parents/families in the learning process to enhance student achievement

- Promotes literacy through the use of reading strategies in instruction and/or the implementation of projects intended to enhance student reading skills
- Demonstrates a commitment to creating a climate of caring and respect conducive to effective teaching and learning
- Shows evidence and dedication to his/her community through active participation in service-oriented projects, volunteer work, etc.
- Demonstrates poise, eloquence and ability to withstand a taxing schedule

Awards Presented by Macy's

The Macy's Foundation donates over \$100,000.00 to the Florida Department of Education-Macy's Teacher of the Year Program. From these funds, the Florida Department of Education presents the following monetary awards to the Teacher of the Year, each Finalist, and each District Teacher of the Year during the gala awards celebration hosted by Macy's:

Teacher of the Year	\$10,000.00
Teacher of the Year Finalists	\$5,000.00
District Teachers of the Year	\$750.00

In addition, through the Florida Education Foundation, the Macy's Foundation contributes \$1,000.00 to each of the Finalists and Teacher of the Year's school. The Macy's Foundation also provides funding in the amount of \$250.00 which is granted by the Florida Education Foundation to the schools of each District Teacher of the Year.

State Awards

Based upon availability of funds, the 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 2013 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 limit information. (A sample header should read as follows: "I. Educational History and Professional Development Activities. Two pages."). Please number the pages continuously for the entire collection of responses.

Reminder: Limit your answers to the number of pages requested in each section. In fairness to all applicants, only the number of pages requested will be reviewed.

I. Educational History and Professional Development Activities *(Limit response to two pages)*

Provide a copy of your resume that includes the following information:

1. Beginning with the most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
2. Beginning with the most recent, list teaching employment history, indicating time period, grade level and subject area.
3. Beginning with the most recent, list professional association memberships including information regarding offices held and other relevant activities undertaken within the five (5) year period preceding the filing of this application.
4. Beginning with the most recent, list professional development, educational activities, and/or training that you have led within the five (5) year period preceding the filing of this application. This would include training or supervision of teacher education candidates.
5. Beginning with the most recent, list awards and honors in recognition of your teaching or teacher leadership accomplishments.

In addition, please provide the following:

Beginning with the most recent, provide copies of your in-service record from the district staff development office and/or college transcripts indicating evidence of professional development activities completed during the past five (5) years.

II. Teaching Philosophy and 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.

1. Public Education (*Limit response to 2 double-spaced pages*)

- Please describe the role of public education as you see it and your role as a teacher.
- Who should be accountable in public education and for what should they be held accountable?
- Please include how accountability should be measured and evaluated?
- What do you see as opportunities and challenges of the Student Success Act with respect to Educator Quality and Instruction?

2. Impact on Student Learning (*Limit response to 2 double-spaced pages*)

Provide evidence on the strategies you used to improve student learning in the past year. Particular attention should be made on how you address the learning needs of struggling and high achieving students in your classroom. The following information must be incorporated.

- Specified information and data used to plan your instruction, including learning targets or goals;
- Data showing the learning results;
- Strategies;
- Tools; and
- Your analysis and reflection on the process/outcome

3. Leadership (*Limit response to 2 double-spaced pages*)

- How do you model professionalism as a teacher?
- What specific leadership action did you take to affect your school?
- How have you involved parents, families and the community in education?
- What have you done to improve or further the teaching profession?

III. Florida Department of Education/Macys Teacher of the Year

Respond to the question below. Limit response to two double-spaced pages.

As Teacher of the Year, you would serve as a spokesperson and representative for the teaching profession, especially Florida's teachers. Provide your response to a request from the media for a quote regarding each of the following state initiatives:

- Reading, mathematics, or science,
- The effects of the district's revised evaluation system; and
- Family/community involvement
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IV. Videotape

Instructions for Section IV: Please submit a VHS videotape or Verbatim brand DVD of you while you are conducting a class. The tape should include the grade, type of course and a brief introduction to the lesson. The content of the video should include footage of the teacher, the students and physical setting of the classroom, to provide the selection committee with a good sample of your teaching approach. To insure the selection committee's ability to evaluate nominees' instructional strategies, you may provide a brief introduction of the lesson but do not include footage of you responding to questions or providing commentary as in an interview. The video must not exceed five (5) minutes in length. If using VHS, please rewind the tape fully prior to submission to the Department of Education. Please label the video with the teacher's first and last name and district. See the ***Suggested Technical Guidelines for Videotaping*** below.

Suggested Technical Guidelines for Videotaping

1. Use a tripod in order to minimize the shaking and jerkiness of video shots.
2. Place light source behind the camera, not behind the subject being photographed. Be sure no windows or other light sources are seen in the viewfinder of the camera. If so, move subject and/or camera. Do not have overhead projectors, windows, lamps, etc. behind subject.
3. If camera has an external microphone, either a wireless microphone or corded microphone, use it. If interested in hearing what is being said in the room, pay special attention to sound quality. Be aware of surrounding noise sources and eliminate or minimize, if possible.
4. Effective framing contributes to a video project's ability to engage the viewer, adding variety to an otherwise static shot. It is useful to think about framing techniques; especially when people are the subject matter, as producing wide, medium, and close shots. Frame the subject; a wide shot can be used to introduce the viewer to the site as a whole before getting the close-up shot. Get close enough or zoom in enough in order to get a good view, perhaps from the waist-up.
5. Pan (moving from side to side) or zoom (magnification of your view) slowly. Panning or zooming is usually distracting, unless done properly. A fluid head tripod must be used for a smooth pan; most camera zooms produce a jerky result. If necessary to pan or zoom, move slowly to reduce jerky video.
6. Planning is necessary before the video shoot. Give some thought to the scene setup or location for the video shoot. Is the background so noisy that the teacher cannot be heard?
7. Preview video before submitting. Does it present the teacher in a positive way? If not, try it again. Let others critique the video and offer suggestions.

The nomination packet should be forwarded to:

Florida Teacher of the Year Program
Florida Department of Education
325 West Gaines Street, Suite 124
Tallahassee, Florida 32399-0400

Nomination Packet Checklist

Please make sure you have read Nomination Procedures.

Please make sure you include:

- 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) submitted with your packet.
- Social security number (SSN) (*we cannot issue checks without it*) where requested on **original documents only**. Do not include social security number on copies. Please mark through SSN on copies, if necessary.
- One (1) **signed cover letter from the District Superintendent** verifying that the nominee has been selected as the District Teacher of the Year (TOY). Must be submitted with your packet.
- Three (3) letters of recommendation (*see nomination procedures for instructions*).
- Two (2) recent color high-quality photographs (identical) of nominee with a plain (*solid color*) background. The photos should be **no smaller or larger than 5" x 7"** head to shoulder shot only (*front pose - no special poses*). Please do not staple photos. You can e-mail your professional quality photo (*jpg format*) if you prefer (*see nomination procedures for instructions*).
- One (1) VHS videotape or Verbatim brand DVD (labeled with the teacher's first and last name and district name - only).
- One (1) complete original (including application and nomination forms) non-stapled set with professional (*identical*) photos (5" x 7") clipped on front. **No folders, notebooks, document holders, cardstock or non-required pictures.**
- Ten (10) stapled copies (one corner staple per set – no notebooks, folders or document holders) identical to original (*minus photos*). Please **do not** include folders, notebooks, document holders or non-required pictures. Please **include** copies of completed application and nomination forms (copied sets should be identical to original, minus photos). Please make sure copies are on plain white paper (no cardstock or colored paper and no photos).

Please Note:

- Completed/signed **Nomination and Application forms are required** and must be submitted with packets (*by the deadline*) in order to be considered.
- Packets must be complete and submitted/postmarked to our office by the deadline below.**

*** *Please make sure your packet is complete.* ***

*** *We may not be able to contact you for missing information.* ***

*** **Packets must be postmarked/submitted by: Monday, March 5, 2012** ***

2013 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 e-mail address: _____

I acknowledge that this nomination is submitted with my approval and that if the nominee is selected as the 2013 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 postmarked on or before Monday, March 5, 2012

Superintendent's Signature

Principal's Signature

2013 Application Form *(all information must be typed)*

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

Name: *(first/last)* _____ Social Security Number: _____

Home Address: _____ City and Zip: _____

Home Telephone: _____ Home E-mail Address: _____

School: _____ Principal: _____

School Address: _____ School City and Zip: _____

Teacher's Work E-mail Address: _____

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 Ares(s) in which you hold a Florida Teaching Certificate:

I hereby agree that any of the attached materials (excluding my 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 2013 Florida Department of Education-Macy's Teacher of the Year, I will be released from my classroom responsibilities during the 2012-2013 school year in order to serve as a spokesperson for the teaching profession.**

Signature of Nominee

Date