



Clayton County Public Schools

Professional Learning Center

1087 Battle Creek Road Jonesboro, Georgia 30236 (770) 473-2795 FAX (770) 472-8470

MEMORANDUM

TO: All Principals
FROM: Professional Learning
DATE: August 1, 2016
RE: 2017 Teacher of the Year Program

It is time to select the Teacher of the Year from each local school site. A teacher should only be nominated for selection as a school's TOTY if he or she meets all of the criteria listed on the nomination page.

Nominees for the CCPS program are divided into two categories. The first category consists of nominees who wish to be considered for selection as Clayton County Teacher of the Year and, ultimately, Georgia Teacher of the Year. The other category is reserved for teachers who do not wish to compete for the district TOTY, but merely want recognition as their school's TOTY. **Each school should submit a nomination page for its TOTY in one of the aforementioned categories.**

Listed below are the procedures that will be used in the nomination and selection process:

1. Per board policy GBR (July 10, 2007), the teacher of the year at each school shall be nominated and selected solely by the anonymous votes of the teachers at the school. ***Print out and send the nomination form with the teacher's and principal's signature to Kim Blackwood in Professional Learning by Friday, August 12, 2016.***
2. Ask the nominee to complete the application and return it to you for review and your signature. Please be sure to give your nominee adequate time to complete the application before the ***Tuesday, September 6, 2016, deadline.*** ***Nominees who are not competing for Clayton County TOTY should only complete and submit the nomination form.***
3. The principal must sign the completed application and ***send the original and a photocopy*** to Kim Blackwood at the Professional Learning Center by ***Tuesday, September 6, 2016.*** ***Please do not put the application in a folder or binder and do not staple the pages.***
4. A committee will review the applications submitted and select the six finalists by the end of **September.**
5. The committee will observe each of the finalists teaching his/her students in the classroom and will conduct a brief interview of the finalist. The committee will select the Clayton County TOTY.
6. The Clayton County TOTY will be given the Georgia 2018 TOTY application packet to complete so that it may be forwarded to the **Georgia Department of Education** by the ***December 2, 2016*** deadline.
7. The special event honoring the 2015-2016 Clayton County TOTY and all of the nominees from each school will be held on **January 19, 2017, at the Performing Arts Center.**

We appreciate your assistance in selecting the Clayton County Teacher of the Year.



2017 CLAYTON COUNTY TEACHER OF THE YEAR NOMINATION PAGE

Print Name (as you wish it to appear in the TOTY program) _____

Name of School _____ Phone _____

Years of Experience _____ Grade _____ Subject Taught _____

Years of Experience in CCPS _____

E-mail Address _____

Nominee's Signature (Indicates that all information listed above is accurate) _____

Principal's Signature (Indicates nominee meets the criteria listed) _____

A teacher should only be nominated for selection as a school's TOTY if s/he meets all of the criteria listed below. Please be reminded that per Board Policy GBR the teacher of the year at each school shall be nominated and selected solely by the anonymous votes of the teachers at the school.

Criteria: Indicate in the columns to the right whether the nominee meets or does not meet each criteria listed below.	Meets	Does not meet
1. Will be in an active status as a teacher (pre-kindergarten through grade twelve may be nominated including special education, physical education, fine arts, and media specialists) at the school the current school year		
2. Spends the majority of his/her time teaching students in a classroom setting		
3. Has completed a minimum of three years of teaching experience		
4. Holds a clear renewable Georgia teaching certificate		
5. Is in compliance with all Board of Education policies and laws		
6. Meets all ethical standards set by the GA PSC for certification		
7. Has received satisfactory summative evaluations (proficient and higher) for the past three years on all TKES standards		
8. Currently has no open PDPs or Notification Documentation forms in the last three years		
9. Must be a teacher at the time of consideration for District TOTY		

Check the appropriate category (check only one):

	<i>I wish only to represent my school and decline consideration as the Clayton County Teacher of the Year. (Complete and submit only this page of the application.)</i>
	<i>I wish to be considered for Clayton County Teacher of the Year and will submit my application by September 6, 2016.</i>

Send this form to Kim Blackwood through interoffice mail or via e-mail to rise.blackwood@clayton.k12.ga.us by **August 12, 2016.**

The written application is used to select the finalists for Clayton County TOTY. Each of the following numbered questions should be answered and typed on a separate sheet of white paper. Retype the question at the start of each answer, and answer each question on that sheet. Two-part questions may be answered on the same sheet. **Use Times New Roman, 12 point font size, double-line spacing and 1” border on all four sides. Do not use your name or school in any of your answers, and do not attach pictures or other information.** Please follow all instructions and avoid grammatical and typographical errors. Adhere to maximum length allowed. Any portion of a response that exceeds the maximum length allowed will not be considered in the evaluation. Many of the questions asked are required information on the Georgia Teacher of the Year entry form.

1. **Professional Biography** (*Limit your typed response to a total of two double--spaced pages.*) **25 points**
 - A. Describe the factors that influenced you to become a teacher.
 - B. Describe what you consider to be your greatest contribution(s) to or accomplishments in education.

2. **Professional Learning Activities** (*Limit your typed response to a total of one double-spaced page.*) **25 points**
 - A. List and describe your participation in the following areas:
 - professional association memberships (identify any offices held)
 - educational committee memberships (identify school level and system level)
 - professional training that has had an impact on your knowledge and skills
 - training of future teachers
 - collaboration with colleagues to raise standards and achievement.
 - B. List and describe awards and other recognition of your outstanding teaching.

3. **Community Involvement** (*Limit your typed response to one double-spaced page.*) **15 points**

Describe how you demonstrate your commitment to the community through service-oriented activities, including volunteer work, civic and other group activities.

4. **Philosophy of Teaching** (*Limit your typed response to a total of two double-spaced pages.*) **25 points**
 - A. Describe your personal feelings and beliefs about teaching; the rewards you find in teaching and your ideas on what makes you an outstanding teacher.
 - B. Describe how you demonstrate your beliefs about teaching in your personal instructional style, including the innovative teaching strategies you utilize.

5. **Education Issues and Trends** (*Limit your typed response to a total of two double-spaced pages.*) **25 points**
 - A. Describe what you consider to be major public education issues today.
 - B. Address one of these issues as it relates to Clayton County, including its possible causes, its effects, and possible resolutions.

6. **The Teaching Profession** (*Limit your typed response to a total of two double-spaced pages.*) **25 points**
 - A. What can you do to strengthen and improve the teaching profession in Clayton County?
 - B. What is or should be the basis for accountability in the teaching profession in Clayton County?

7. **Response to Assessment Results** (*Limit your typed response to a total of two double- spaced pages*) **35 points**
 - A. How will you modify your curriculum, pacing, and instructional approach(es) this year as a result of standardized test results for classes that were assigned to you last year?
 - B. Imagine that the standardized test history for students in the class(es) assigned to you reveals that approximately 15% of your students are low achievers, 60% are average, and 25% are high achievers. Describe the steps you will take, during the school year, to ensure that all students are highly challenged and that they all exhibit improved achievement.

8. **Clayton County Teacher of the Year** (*Limit your typed response to a total of one double-spaced page.*) **25 points**

As the Clayton County Teacher of the Year, you will serve as a spokesperson and representative for the entire teaching profession. Describe why you want to be the district’s TOTY and what your message will be to your professional peers and to the general public in Clayton County.

TOTY Tip Sheet for Clayton County Applicants

- Recognize that each of the entries is weighted based on a total of 200 points.
- Follow directions. Pay attention to instructions on format.
- **Include your name and school only where it is indicated on the application.** Do not use your name or school in your written responses to the questions. Do not attach a photograph or any additional materials to the application.
- Spell out acronyms and do not use abbreviations.
- Be sure required signatures are on the form.
- Have the completed application proofread by at least one other person who has not seen it before. Check spelling and grammar.
- Have a skilled typist to prepare the final copy of the application.
- Send or bring the **original and one photocopy** to Professional Learning at the Professional Learning Center by the due date. **Do not put the application in a folder or binder. Do not staple the pages. Do not attach photos to your application.**

Answering the Questions

- In the biography, please detail who and what influenced your choice to teach. Give personal experiences, not just a list of data. Personality counts. Let the judges know who you are.
- Good candidates have continued their professional learning beyond the minimum. Many have been involved in training or assisting other teachers in their professional development. Describe what you have done in the area of professional learning for yourself and others.
- Community involvement is important. List school-related activities as well as religious, civic and volunteer participation. Include past and present activities.
- Avoid over-used phrases such as “I touch the future”, or “I teach the whole child” or “no child left behind.” Be original or unique in your ideas. Describe your basic philosophy in a few sentences and then be specific about how you arrived at your personal view.
- Describe what is interesting or innovative about your teaching skills and strategies. What do you do with your students that other teachers don’t do? How do you motivate students? Don’t spend an entire page describing in detail one activity, but list many examples and expand two or three of the activities into paragraphs.
- Describe the creative ideas you have for solving the education issue you chose to write about. Show your concern, not cynicism.
- Describe what you are doing to strengthen and improve the teaching profession. What are you doing to ensure the academic success, including performance on standardized tests, of students in your classroom?
- Do you have a distinct, substantial and realistic message and are you willing to promote teaching and public education? Is your message as TOTY positive? How will you promote teaching as a career?