

# Do you know an exceptionally skilled and effective educator?

Nominate an outstanding teacher in your school for the  
2009 New York State Teacher of the Year

Deadline for Applications is  
**Friday, February 8, 2008**



The University of the State of New York  
The State Education Department  
Albany, NY 12234  
[www.nysed.gov](http://www.nysed.gov)

# Celebrate the Profession of Teaching!

The New York State Teacher of the Year Program, now in its 39th year, is affiliated with the National Teacher of the Year program administered through the Council of Chief State School Officers and sponsored by leading education associations. It is the oldest and most prestigious teacher recognition activity in the nation.

Every nominee is recognized at the State level by a certificate signed by the Commissioner of Education honoring the local recognition. The Teacher of the Year and Finalists are introduced to the Board of Regents, and the Teacher of the Year is introduced to the New York State Senate and Assembly. Recognition awards for the teachers and/or their schools have been provided by New York State United Teachers (NYSUT), New York State Congress of Parents and Teachers, Inc. (NYS PTA) New York State Association for Supervision & Curriculum Development (NYSASCD), the Council of Chief State School Officers (CCSSO), ING Financial Services, SMARTer Kids Foundation, SMART Technologies, Inc., the New York State Museum and several others.

## Nominating Deadline: Friday, February 8, 2008

### SELECTION CRITERIA

The nominee must be an exceptionally skilled and dedicated teacher, appropriately credentialed within his or her current teaching area, who works directly with children in a State-approved public or private school, at any grade level or subject from pre-kindergarten through grade 12, and who is planning to continue in an active teaching status. A minimum of five years of current teaching experience is required.

The nominee must have the respect and admiration of students, parents, faculty members, the school administration, and local business leaders. The nominee must serve an active and useful role in the community as well as in the school.

Because selection as New York State Teacher of the Year carries with it an obligation to make a number of public appearances, the nominee must be poised and articulate, possessing the

energy and equanimity to withstand a busy schedule. While all of these qualifications are to be considered, the most important one is the superior ability to inspire learning in students of all backgrounds and competencies.

### GENERAL GUIDELINES

#### *The Nomination Procedure*

Recognition of outstanding teachers through the New York State Teacher of the Year Program is especially significant because it involves all members of the school community in acknowledging teacher excellence. Endorsements of the nominee are supported by the letters provided by teachers, parents, community members, students, and others. All school districts are encouraged to establish teacher recognition programs using collaborative decision-making groups to identify and support nominees.

A teacher may be initially recommended for nomination by any person within the school or community, including parents, students, business leaders, school administrators, or colleagues. The formal nomination, however, should involve a collaborative decision-making process indicating the support of all those groups concerned with the quality of teaching within the school.

A complete "portfolio", as described in Sections A, B, C and D of these guidelines, must be submitted for each nominee.

Nomination of *public school* teachers must include the signature of the school principal certifying that the nomination has the support of the school community. The school district superintendent must also sign the nomination to indicate the district's support of the Teacher of the Year program. This support may include 15-30 days substitute time if the nominee is selected as the Teacher of the Year.

Nomination of *nonpublic or institutional* school teachers requires the signature of the chief administrative officer of the school or educational program certifying that the nomination has the support of the school community.

Each nominee, by submitting a portfolio, agrees to an on-site visit to the school and classrooms by a team composed of members of the Selection Committee and the Program Coordinator. As part of this visit, interviews will be requested with colleagues, students, administrators, parents, and local community leaders.

### ***Format for the Nomination***

All requested information must be included. The materials must be typed, using a standard 12 point font on 8 1/2" by 11" white bond. Heavyweight and/or textured paper should not be used. The application materials should be

placed in the following order: the Basic Data Sheet and the Letter of Introduction placed first and second, followed by the materials required in Sections C and D. The packet must be secured by a staple in the upper left-hand corner and **submitted in triplicate. All required signatures must be included.** In order to provide all nominees with an equal opportunity, only the number of pages requested under each section will be accepted. Additional pages will be discarded. **We cannot accept any materials submitted by fax.**

**Please mail or hand deliver all materials to assure arrival by the February 8 2008, deadline. Materials submitted after the deadline will not be accepted.**

## ***Required Information***

### **A. Completed Basic Data Sheet**

### **B. Letter of Introduction**

The Letter of Introduction should be prepared by the chief administrator of the nominee's school and should provide basic information regarding the nominee (e.g., name, grade, and/or subject taught, etc.) and the special reasons for nominating this teacher for the New York State Teacher of the Year award. The chief administrator may delegate the preparation of this letter to the chairperson of the School-Based Planning Committee (established in accordance with the Commissioner's Regulations, section 100.11), the building representative of the professional association, or the president of the parents' group. The chief administrator, however, must sign the Basic Data Sheet (item A, above).

**C. Statement by the Nominee Providing the Following Information:**

**1. *Educational History and Professional Development Activities* – (two double-spaced pages):**

- a) Beginning with most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- b) Beginning with most recent, list teaching employment history indicating time period, grade level and subject area.
- c) Beginning with most recent, list professional association memberships including information regarding offices held and other relevant activities.
- d) Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- e) Beginning with the most recent, list awards and other recognition of your teaching.

**2. *Community Involvement* - (one double-spaced page):** Beginning with the most recent, list examples of your commitment to your community through service-oriented activities, including volunteer work, civic activities, service learning activities, opportunities for parental involvement and other community or school-community involvements.

**3. *Philosophy of Teaching* – (one double-spaced page):**

Describe your personal feelings and beliefs about teaching, including your own ideas on what makes you an outstanding teacher.

**4. *Professional Biography* – (one double-spaced page):**

What were the factors that influenced you to become a teacher?

**5. *Education Issues and Trends* – (one double-spaced page):**

What do you consider to be the major public education issue today? Address this issue in depth, outlining possible causes, effects, and resolutions.

**6. *The Teaching Profession* – (one double-spaced page):**

What do you do to strengthen and improve the teaching profession?

**7. *Message as Teacher of the Year* – (one double-spaced page):**

If you are selected to be the New York State Teacher of the Year, you will serve as the State's ambassador for the teaching profession. Describe how you would fulfill the responsibilities of communicating to the public and the profession the importance of teaching and learning and what your primary message to New York State would be.

**D. Letters of Support**

Four letters must be provided, including one from a student (former or current), a teaching colleague, a parent or community leader, and an administrator. Copies of evaluations by school administrators will not fulfill this request and should not be included. Two additional letters may be included for a maximum of six total. If possible, letters should be typed and, where appropriate, on letterhead. Any handwritten letters should be composed using blue or black ink.

## TIMETABLE FOR THE SELECTION PROCESS

1. Nominations are due at the New York State Education Department, Office of K-16 Initiatives & Access Programs, Teacher Development Programs Unit, Room 1069 EBA, Albany, New York 12234 by 5:00 p.m., Friday, February 8, 2008. Nominations received thereafter will not be considered.

2. Beginning in March 2008, the Screening Committee will evaluate all nominations and will select ten semifinalists' portfolios to be forwarded to the Selection Committee.

The Screening Committee will be composed primarily of persons whose backgrounds include teaching and will be selected by the New York State Education Department's Office of K-16 Initiatives & Access Programs, with the Teacher Development Programs Unit providing administrative oversight.

3. Beginning in April 2008, the Selection Committee will evaluate the portfolios of the ten semifinalists and select five finalists.

The Selection Committee, chosen by the Teacher Development Programs Unit, will be composed of members representing, among others, the following organizations: the New York State Association of Teacher Educators (NYSATE), the New York State United Teachers (NYSUT), the State Administrators Association of New York State (SAANYS), the New York State Association for Supervision & Curriculum

Development (NYSASCD), the New York State School Boards Association (NYSSBA), the New York State Congress of Parents and Teachers, Inc.(NYS PTA). The Selection Committee also includes the current Teacher of the Year. The Teacher of the Year from the prior year, who serves as president of the New York State Chapter of the National Teacher of the Year Association, is chairperson of the Selection Committee.

4. Subsequent to the announcement of finalists, and prior to the interview process, the Program Coordinator will conduct an on-site visit to each finalist's school and classroom. As part of this visit, interviews will be conducted with colleagues, administrators, parents, and local community leaders. Telephone interviews may also be conducted at this time.

5. In May 2008, the Selection Committee will interview the five finalists and select a Teacher of the Year.

6. In January 2009, the recipient begins his/her tenure as the 2009 **New York State Teacher of the Year**.

7. The Commissioner will nominate the 2009 New York State Teacher of the Year for consideration by the National Selection Committee for the 2009 National Teacher of the Year Award. The National Teacher of the Year Program, presented by the ING Foundation, is a project of the Council of Chief State School Officers and sponsored by Scholastic Inc. The nominee's application will be sent to that committee for review.

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**2009 NEW YORK STATE TEACHER OF THE YEAR  
BASIC DATA SHEET**

(This form can be filled out in Word)

Name:		Telephone (School)	
Home Address:		Telephone (Residence)	
City:		E-mail Address:	
State:	Zip Code:	Name of School District:	
Name of School:		Years in Present Position:	Total Years of Teaching Experience::
Subject and Grade Level Taught:			
Name and Office Address of School Principal: :			Telephone #:
Name and Office Address of School Superintendent:			Telephone #:
County:	Senate District No:	Assembly District No:	I learned about the NYS Teacher of the Year Program through: <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Professional Organizations <input type="checkbox"/> Colleagues <input type="checkbox"/> Other (Specify):
PREVIOUS EXPERIENCE: (Please included Dates, Institution, Location and Position)			
PROFESSIONAL PREPARATION: (Please included Dates, Institution, Location and Degree/Credits)			
<i>I agree that any or all of the enclosed materials (except my home address and telephone number) may be shared with persons interested in promoting the Teacher of the Year Program:</i>			
Signature of Candidate/Date:			
Signature of Teaching Building Representative/Chapter Leader (Public School Only):			
Signature of Local Union President (Public School Only):			
<i>This nomination represents the collaborative planning by and has the support of groups within our school and community representing parents, students, teachers, administrators, and community/business representatives.</i>			
Signature of Principal/Date:			
<i>The Teacher of the Year nomination is consistent with the District's policies for teacher recognition and represents an important opportunity for the District to take notice of an exceptional member of our faculty. The District also understands that if the nominee is selected as the New York State <b>Teacher of the Year</b>, the nominee may miss school days, not to exceed thirty, and the District is responsible for substitute costs.</i>			
Signature of Superintendent/Date:			

Please return nominating packet  
by February 8 2008 to:  
NYS Education Department  
Teacher Development Programs Unit - Room 1069 EBA  
89 Washington Avenue  
Albany, NY 12234  
Questions may be directed to (518) 486-6042  
[tdpr@mail.nysed.gov](mailto:tdpr@mail.nysed.gov)

**Anyone can nominate a teacher!**