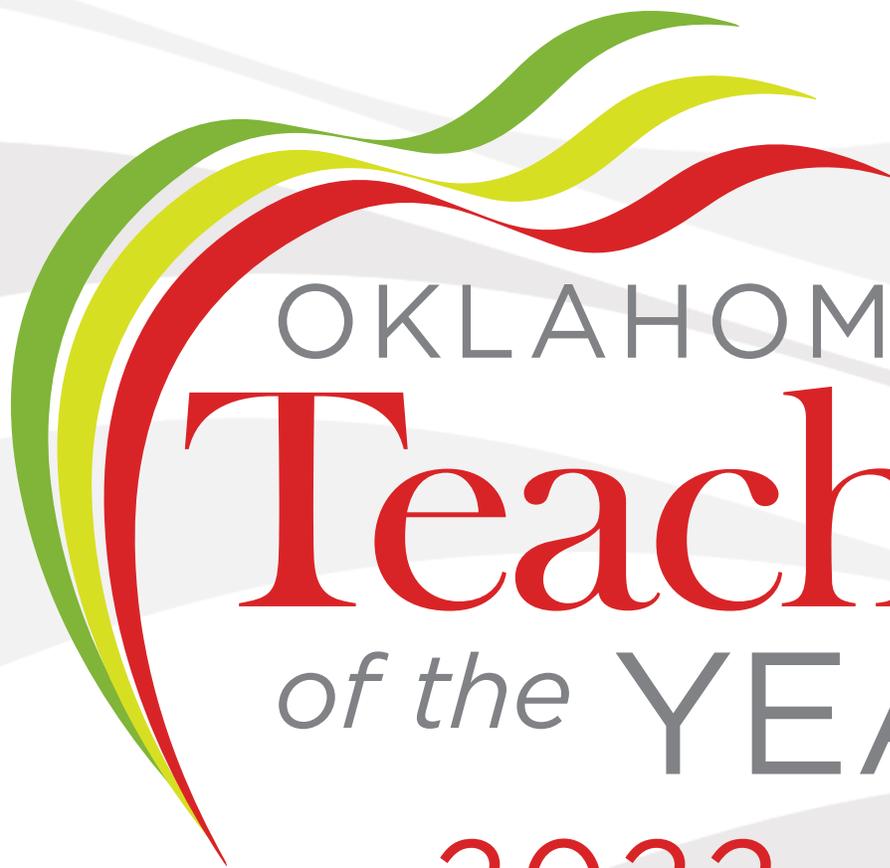


DEADLINE
AUGUST 31, 2021



OKLAHOMA
Teacher
of the YEAR
2022

APPLICATION PACKET AND
PROGRAM GUIDE



OKLAHOMA
Education

OKLAHOMA TEACHER OF THE YEAR PROGRAM

The Oklahoma Teacher of the Year (TOY) Program is conducted through the office of the State Superintendent of Public Instruction and is made possible through a partnership with the Masonic Charity Foundation of Oklahoma. The enduring success of the program is due to the numerous businesses, associations, organizations, and universities that present tuition waivers, tickets to athletic events, classroom technologies, gift card, cash awards, organization memberships, and the use of a new automobile.

Exceptional Oklahoma teachers challenge, motivate, and inspire their students to do their best; they make learning exciting, engaging, and continuous; they are respected by their peers and local school officials, parents, and students; they are caring and creative, seeking to enrich the lives of their students and build a better future for us all.

You can honor classroom teachers at the local level by participating in the Oklahoma Teacher of the Year Program. This packet will guide you through the process.

LOCAL DISTRICT SELECTION

We've made a few changes to the selection process this year. At the local district level, one teacher of the year winner from every school site will be allowed to apply for this prestigious award. Previously, the Oklahoma Teacher of the Year was selected from a limited pool of district teachers of the year. Each application must be signed by the school principal and district superintendent, and it is their responsibility to make sure every teacher is given the opportunity to participate in the recognition process. It is important to emphasize that the search is not for "the best teacher" but for one who exemplifies the finest in the profession.



OKLAHOMA
Education



Masonic
Charity Foundation
of Oklahoma

OKLAHOMA TEACHER OF THE YEAR APPLICATION PACKET

CRITERIA

A candidate for Oklahoma Teacher of the Year is a teacher in a state approved or accredited school, prekindergarten through grade twelve, who is planning to continue in an active teaching status. All Oklahoma Teacher of the Year honorees agree to participate in the national program sponsored by the Council of Chief State School Officers (CCSSO).

The Oklahoma Teacher of the Year candidate has the respect and admiration of colleagues and:

1. Is an expert in the field who guides students of all backgrounds and abilities to achieve excellence.
2. Collaborates with colleagues, students, and families to create a school culture of respect and success.
3. Deliberately connects the classroom and key stakeholders to foster a strong community at large.
4. Demonstrates leadership and innovation that embodies lifelong learning inside and outside the classroom walls.
5. Is an engaging and articulate communicator.

DUTIES

1. Partner with the Oklahoma State Department of Education while serving as an ambassador for Oklahoma educators during a one-year sabbatical from the classroom.
2. Travel around Oklahoma speaking to educators, prospective educators, and community partners at conferences, trainings, and events.
3. Represent Oklahoma in the National Teacher of the Year Program which includes an in-depth application and out-of-state travel.

TIMELINES

- ▶ **Tuesday, August 31, 2021, by 4 PM: Application Submission Deadline. Late submissions will not be accepted.**
- ▶ **By October 15, 2021:** Applicants will be notified via phone and email if they have been selected as one of the 12 finalists. Finalists will partner with the OSDE videographer to create a short video at your school that will document highlights of your classroom instructional methods.
- ▶ **November 2021 (Date TBD):** Public Announcement of the 12 finalists.
- ▶ **January 2022 (Date TBD):** The State Selection Committee will interview the 12 finalists and select the Oklahoma Teacher of the Year.
- ▶ **February/March 2022 (Date TBD):** The announcement of the Oklahoma Teacher of the Year will take place during a celebration honoring the 12 finalists, past Oklahoma Teachers of the Year, and all District Teachers of the Year. This will take place at a new venue this year. Additional details will be forthcoming.

APPLICATION INSTRUCTIONS

Please read and follow these instructions carefully. The application format has changed this year and applications not completed as requested will not be accepted.

There are three portions of this application.

- ▶ OKTOY Application Packet
- ▶ Attachments
 - Three Letters of Recommendation
 - High Resolution Headshot

OKLAHOMA TEACHER OF THE YEAR APPLICATION PACKET

▶ [OKTOY Web App](#)

- The OKTOY Web application can be accessed here: <https://app.smartsheet.com/b/form/ea0f3e99f73744e2bb82ae5048b6eee8>

If you are submitting your application for recognition only at the Oklahoma State Teacher of the Year Ceremony but DO NOT wish to participate in the state level Teacher of the Year competitive process, please complete the [OKTOY Web App](#) only.

- ▶ Please gather all information needed on the form prior to filling it out, as it cannot be saved and completed later.

To submit your **full application** to be considered for the Oklahoma Teacher of the Year, please follow these steps.

▶ Complete the OKTOY Application Packet.

- The **application must be downloaded** and edited on your desktop. Do not attempt to edit the application in your web browser as your changes will not be saved.
- This includes detailed information from your resume and six essay questions.
- Essays must be typed within the space provided in the packet. Additional pages will not be accepted.
- The packet must be signed (digitally or physically) by your principal and superintendent before you upload it to the [OKTOY Web App](#).
- Application Packet should be titled using your district name and last name in the following format: District_LastName_App.pdf

▶ Gather your attachments.

- Letters of Recommendation
 - Three (3) Letters of Recommendation, one (1) of which must be from a parent or guardian, colleague, administrator, or student. These letters should address why you should be the Oklahoma Teacher of the Year. Each letter must be typed and no longer than one single-sided page.
 - Recommendation letters can be uploaded separately or combined into one .pdf for upload.
 - These should be submitted as .pdf files and titled using your district name and last name in the following format: District_LastName_Rec.pdf
- Headshot
 - A high-resolution (300 dpi minimum) color digital photo of yourself suitable for publication and press release.
 - This should be submitted as a .jpg file and titled using your district name and last name in the following format: District_LastName_Photo.jpg

▶ Complete the [OKTOY Web App](#) and upload your attachments.

- Please gather all information needed on the form prior to filling it out, as it cannot be saved to be completed later.
- Upload your application packet and attachments.
 - Example:
 - OKCPS_Newton_App.pdf
 - OKCPS_Newton_Rec.pdf
 - OKCPS_Newton_Photo.jpg

OKLAHOMA TEACHER OF THE YEAR APPLICATION PACKET

Applications must be submitted through the [OKTOY Web App](#) by 4:00 PM on Tuesday, August 31, 2021. Late or incomplete submissions will not be accepted. Please do not include additional materials beyond those listed above.

Again, this is a new application format, and you may have questions. If so, please contact us and we'll gladly to help you with the submission process. Please contact:

Justin Newton, Director of Events

Oklahoma State Department of Education

2500 N. Lincoln Blvd., Ste. B-11

Oklahoma City, OK 73105-4599

(405) 522-8767 | TeacheroftheYear@sde.ok.gov

APPLICANT INFORMATION FORM

PERSONAL INFORMATION

Name

Current Grade Level(s) Taught

Current Subject(s) Taught

Years in Current Position

Total Years of Teaching Experience

Languages Other than English Spoken Fluently

Areas of National Board Certification Achieved or In Progress:

SCHOOL INFORMATION

School District

School Name

School Size

District Size

School Demographic

EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT

List all below, most recent first.

EDUCATIONAL PREPARATION

| College or University | Dates Attended | Degree Earned (i.e., B.A. in Math) |
|-----------------------|----------------|------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| Name of High School Attended | City | State | ZIP Code |
|------------------------------|------|-------|----------|
|------------------------------|------|-------|----------|

EMPLOYMENT RECORD OF SERVICE (Include grade level and/or subject area)

| School District | Position Held | Dates |
|-----------------|---------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

PROFESSIONAL MEMBERSHIPS (Include offices held and/or other relevant activities)

| Membership | Position Held | Dates |
|------------|---------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

ESSAY QUESTIONS

Limit all following responses to spaces provided.

PROFESSIONAL BIOGRAPHY

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

Describe what you consider to be your greatest contributions and accomplishments in education.

PHILOSOPHY OF TEACHING

Describe your personal feelings and beliefs about teaching, including your own ideas of what makes an outstanding teacher. Describe the rewards you find in teaching. How are your beliefs about teaching demonstrated in your personal teaching style?

EDUCATION ISSUES AND TRENDS

What do you consider to be the major public education issues we face today? Address them in depth, outlining possible causes, effects, and resolutions.

THE TEACHING PROFESSION

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

What is and/or what should be the basis for accountability in the teaching profession?

COMMUNITY INVOLVEMENT

Describe your commitment to your community through service-oriented activities including volunteer work, civic responsibilities, and other group activities.

OKLAHOMA TEACHER OF THE YEAR

As the Teacher of the Year, you will serve as a spokesperson and representative for teachers and students. What is your message? What will you communicate to your profession and to the public?

SHARE A LESSON

Describe a lesson or unit 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 or unit?

ACKNOWLEDGMENTS AND SIGNATURES

APPLICANT

In submitting this form, I agree to allow the information herein to be used during the selection process for the **2022** Oklahoma Teacher of the Year. The information will only be accessed by necessary Oklahoma State Department of Education staff and selection committee members.

I understand that the information in this application will be held securely and not be distributed to third parties. Additionally, information about the person named Oklahoma Teacher of the Year will not be released until after the state has made an official announcement identifying the candidate as the state's Teacher of the Year.

I hereby give my permission that any or all of the attached materials (other than home address and phone number) may be shared with persons interested in promoting the Oklahoma Teacher of the Year Program.

I also acknowledge that if selected as the **2022** Oklahoma Teacher of the Year, I will be released from classroom responsibilities during the **2022-23** school year in order to fulfill the obligations of the role.

Applicant Name

Applicant Signature

Date

PRINCIPAL

The above Application Candidate submits this application with my approval.

I acknowledge that if the candidate is selected as the **2022** Oklahoma Teacher of the Year, the school district will release this individual from classroom responsibilities during the **2022-23** school year in order to fulfill the obligations of the role.

Principal Name

Principal Signature

Date

Principal Email

Principal Phone

SUPERINTENDENT

The above Application Candidate submits this application with my approval.

I acknowledge that if the candidate is selected as the **2022** Oklahoma Teacher of the Year, they will be released from classroom responsibilities during the **2022-23** school year in order to fulfill the obligations of the role.

I hereby assure that the above Application Candidate is a full-time classroom teacher without administrative duties who expects to continue in an active teaching position in the above School District during the **2022-23** school year.

I understand that if our local teacher of the year is selected to be a finalist, they will be required to submit a video in their classroom which will be filmed and edited by the Oklahoma State Department of Education and attend interview sessions with the Oklahoma Teacher of the Year Selection Committee to be held in Oklahoma City.

In addition, I understand that Oklahoma’s Teacher of the Year will also be Oklahoma’s Ambassador of Teaching. As Ambassador, the teacher will share his or her knowledge and resources with educators around the state.

Finally, I understand that the State Legislature has funded the Oklahoma Ambassador of Teaching position to provide for a full-time certified teacher in the classroom of Oklahoma’s Teacher of the Year.

Superintendent Name

Superintendent Signature

Signature Date

Superintendent Email

Superintendent Phone