

# USEP

**United School Employees of Pasco**



**District School Board of Pasco County**

## ***2018-2019 TEACHER OF THE YEAR SELECTION PROCESS***

## ***THE PHILOSOPHY***

In the Teacher of the Year Program, we are not attempting to single out any individual as the best teacher in a school or in the district but to honor teachers who are representative of all excellent teachers in Pasco County. The most important qualification is that the teachers have a superior capacity to inspire a love of learning in students of all backgrounds and abilities.

## ***THE SELECTION PROCESS***

The selection process begins at the school level and continues to the national level.

## ***CONTRACT LANGUAGE***

### **ARTICLE VII—WORKING CONDITIONS, SECTION W - Selection of Teacher of the Year**

1. The Union shall conduct the Teacher of the Year selection process.
2. Upon request, the Board shall provide technical assistance related to the selection process to the Union.
3. The Board shall provide the Union with the deadline for submission of the State Teacher of the Year nomination and criteria for selection as soon as it is notified by the Department of Education.
4. In August, a Teacher of the Year Committee composed of teachers only shall be selected at each school by vote at a meeting of the entire faculty.
5. The school's Teacher of the Year Committee shall oversee the nomination and selection process for the school's Teacher of the Year.
6. The school's Teacher of the Year Committee shall announce timelines for nomination and voting procedures at least two (2) weeks prior to the beginning of the nomination procedure for approval by the entire faculty.
7. No action shall be taken against a teacher for refusing to participate in Teacher of the Year activities.
8. Nominations for Teacher of the Year shall come from teachers only.
9. Voting for the school's Teacher of the Year shall be by secret ballot. Only teachers assigned to the school may vote for that school's Teacher of the Year.
10. The committee to select the district's Teacher of the Year shall be composed of five (5) teacher representatives. These representatives must not have a conflict of interest and shall be chosen by the Union Executive Board.
11. The Union shall furnish to the Board by October 1 of each year a list of Teacher of the Year Committee members for each school. In addition, at the conclusion of the selection process for district Teacher of the Year, the Union shall furnish to the Board a list of members of the district Teacher of the Year selection committee.
12. Teachers who are serving as chairpersons of the school Teacher of the Year Committee shall be granted one-half (1/2) day temporary duty leave for orientation purposes. Teachers who serve on the district Teacher of the Year Selection Committee shall be granted up to five (5) days additional temporary duty leave. Substitutes shall be provided as follows: One-half (1/2) day for orientation purposes and up to five (5) days for each teacher serving on the district Teacher of the Year Selection Committee. Reimbursement for travel shall be authorized.

**2018-2019 SRP/Teacher OF THE YEAR  
SELECTION TIMELINES**

August 11	Employee Relations sends letter in their newsletter to worksite supervisors informing them of beginning of selection process for Worksite SRP/Teacher of the Year.
August 17	USEP will send notices to Building Reps to elect members of the Worksite Selection Committee.
September 8	Deadline to report to USEP the members of the Worksite Selection Committee.
September 22	USEP holds an orientation for Worksite Selection Committee members at the USEP office in Land O' Lakes from 1:00 to 3:00 p.m. USEP provides selection criteria to Worksite Selection Committees.
September 25 through October 26	Worksite Selection Committees conduct nominations and election of Worksite SRP/Teacher of the Year.
October 27	Deadline to notify USEP of Worksite SRP/Teacher of the Year.
October 31	USEP provides application to compete for District SRP/Teacher of the Year to all Worksite SRP/Teachers of the Year.
November 3	USEP provides a listing of Worksite SRP/Teacher of the Year to Employee Relations & Communications Departments.
November 16	Deadline for receipt of District SRP/Teacher of the Year applications.
November 30	USEP selects members of District SRP/Teacher of the Year Selection Committees, notifies Employee Relations and requests worksite supervisors release SRP on Dec.14, 2017, and Teachers Dec 7-8, 2017.
December 7 & 8	Teacher District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
December 14	SRP District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
December 15 & 18 & 19	Teacher District Selection Committee visits worksite of three (3) finalists and selects District Teacher of the Year. Employee Relations and Communications notified.
December 18	SRP District Selection Committee visits worksite of three (3) finalists and selects the District SRP of the Year. Employee Relations and Communications notified.
January 26, 2018	Announcement of Pasco County SRP/Teacher of the Year at the Pasco Foundation Educational Awards Celebration.
February TBA	Recognition of District SRP/Teacher of the Year and finalists at School Board meeting.
TBA	Postmark deadline for Florida State SRP /Teacher of the Year application to DOE.

## ***SCHOOL SELECTION PROCESS***

The school level selection process begins with the School Selection Committee.

In August, a Teacher of the Year Committee composed of teachers only shall be selected at each school by vote at a meeting of the entire faculty. The committee members then select a chairperson.

It is the duty of the chairperson to guide the faculty as they select the school's Teacher of the Year.

The committee shall oversee the nomination and selection process. Timelines for nomination and voting procedures must be announced two (2) weeks prior to the beginning of the nomination procedure for approval by the entire faculty.

Nominations shall come from teachers only. Voting for School Teacher of the Year shall be by secret ballot. Only teachers assigned to that school may vote.

Each chairperson will be required to submit a form notifying USEP of the person selected in his/her school as the 2018-2019 Teacher of the Year.

## ***PARTICIPATION***

Participation in the Teacher of the Year activities is voluntary, and no action shall be taken against a teacher for refusing to participate.

## ***ELIGIBILITY***

Under the rules set by the Department of Education, the following full-time district educators are eligible for nomination for District Teacher of the Year:

- ✓ Classroom teachers - Grades Pre-K through 12
- ✓ Adult Education teachers
- ✓ Post secondary vocational/technical education teachers
- ✓ Department chairpersons who actively engage in classroom teaching
- ✓ Guidance Counselors
- ✓ Media Specialists
- ✓ Other professional educators performing instructional support services *with students* (i.e. speech/language pathologists)

## ***SELECTION CRITERIA***

- ☞ A superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment.
- ☞ Knowledge of the subject taught and the ability to effectively use materials relating to the subject.
- ☞ Leadership in educational activities at the school, district, and/or state and national level, such as a member of an advisory council, task force, or professional organization.
- ☞ Use of original or innovative instructional methods such as cooperative learning and interdisciplinary instruction, the development and/or use of experimental programs, development of new instructional materials, and the use of technology in instruction.
- ☞ A record of superior teaching as evidenced by student performance, honors, awards, or other kinds of recognition.

## ***SAMPLE LETTER FOR NOMINATIONS***

Date: \_\_\_\_\_

Dear Colleague:

This letter is to remind you that at our school's faculty meeting on \_\_\_\_\_ you will be given the opportunity to nominate a teacher for our 2018-2019 Teacher of the Year.

Please consider *experience, education, philosophy, effectiveness, and involvement* when nominating a teacher.

The school selection committee will collect information about each nominee and place copies of the information along with a ballot in your mailbox on \_\_\_\_\_.

Please mark your ballot and place it in the ballot box located \_\_\_\_\_.  
I must receive your ballot by \_\_\_\_\_ on \_\_\_\_\_.

Sincerely,

Chairperson  
Teacher of the Year  
School Selection Committee

# INFORMATION SHEET

## NOMINEE FOR 2018-2019 SCHOOL TEACHER OF THE YEAR

Name \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_

Total Years Teaching Experience \_\_\_\_\_ In Pasco County \_\_\_\_\_

Areas of Certification \_\_\_\_\_

### Education:

Degree	Major	College/University
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_____	_____	_____
_____	_____	_____
_____	_____	_____

List recent classes, workshops, or inservice training you have attended or conducted in the last three years.

Classes	Year	Participant or Presenter?
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List professional, civic, or community organizations in which you are currently active:

_____
_____
_____
_____
_____

Briefly state what you consider your greatest accomplishment or contribution to education in the past three years:

_____
_____
_____
_____

**SAMPLE BALLOT**  
**(FEEL FREE TO ADD LINES AS NEEDED)**

The following teachers have been nominated  
for 2018-2019  
Teacher of the Year

Please place an "X" by your choice.

**Include directions on how, where, and when to return.**



**2018-2019 Nomination Form  
Teacher of the Year  
Pasco County**

This form must be completed by the chairperson of the School Teacher of the Year Committee and returned to the USEP office by 4:30 p.m. Friday, October 27, 2017.

**The faculty members at**

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**name of school**

**have selected**

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**name of teacher**

**as their 2018-2019 Teacher of the Year**

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**signature of Committee Chairperson**



## ***DISTRICT SELECTION PROCESS***

The committee to select the District Teacher of the Year shall be composed of five (5) teacher representatives. These representatives must not have a conflict of interest and shall be chosen by the Union Executive Board.

When possible, members of the District Selection Committee are chosen from chairpersons or representatives from schools whose School Teacher of the Year did not wish to be considered for District Teacher of the Year.

The committee shall be granted up to five (5) days temporary duty leave. Substitutes shall be provided, and reimbursement for travel shall be authorized.

Duties of the District Teacher of the Year Selection Committee are as follows:

- ✓ To select a chairperson.
- ✓ To develop a system to consider and evaluate the applications of the school nominees.
- ✓ To select finalists.
- ✓ To arrange appointments to observe and interview finalists.
- ✓ To select the District Teacher of the Year.
- ✓ To write a paragraph about each finalist.
- ✓ To assist the District Teacher of the Year with his/her application for State Teacher of the Year.

### ***PARTICIPATION***

Any School Teacher of the Year may participate in the selection process for District Teacher of the Year. Those wishing to participate must fill out the two (2) page form for 2018-2019 Pasco District Teacher of the Year. **Responses to questions on this form shall be done on white paper. The pages should be numbered and easily separated so copies can be made for members of the District Selection Committee. Please limit your answers to the number of pages requested in each section -- type size no smaller than 10 point!** In order to provide all applicants with an equal opportunity, only the number of pages requested will be accepted.

Scrapbooks and portfolios are not required **and will not be accepted.** The selection committee will consider and review only the requested materials in the nomination packet. Do not staple or bind materials-paper clips are acceptable. Do NOT use covers or other decorative packaging.

**NO FACSIMILES or Emails ACCEPTED.**

### ***ELIGIBILITY AND SELECTION CRITERIA***

Eligibility and selection criteria for District Teacher of the Year are the same as that for School Teacher of the Year.

### ***AWARDS***

At a reception held by the Pasco Foundation, the District Teacher of the Year is announced. USEP presents the Teachers of the Year with a plaque. At a School Board meeting, school board members honor the District finalists and Teacher of the Year.

Later, the State of Florida awards \$500 to each District Teacher of the Year.

**2018-2019**  
**PASCO DISTRICT TEACHER OF THE YEAR**

This form is to be used by the School Teachers of the Year who wish to be considered for selection as Pasco District Teacher of the Year.

- This form must be returned no later than 4:30 p.m. on Thursday, November 16, 2017, to USEP.

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Name \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone number \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

Name of School \_\_\_\_\_ Name of Principal \_\_\_\_\_

School address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ School phone number \_\_\_\_\_

Current Teaching Field: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Total Years Teaching Experience: \_\_\_\_\_ In Florida: \_\_\_\_\_ Present Position: \_\_\_\_\_

Subject Area(s) in which you hold a Teaching Florida Certificate: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

DEGREE MAJOR

COLLEGE/UNIVERSITY

DATE AWARDED

<u>DEGREE MAJOR</u>	<u>COLLEGE/UNIVERSITY</u>	<u>DATE AWARDED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Respond to the following sections. Each section must be typed (no smaller than 10 point) and labeled.

**I. 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. (Limit your typed response to two double-spaced pages.)

**II. PHILOSOPHY OF TEACHING**

- A. Describe your personal feelings and beliefs about teaching, including your own ideas of what makes you an outstanding teacher. Describe the rewards you find in teaching.
- B. How are your beliefs about teaching demonstrated in your personal teaching style?  
(Limit your typed response to three double-spaced pages.)

**III. THE TEACHING PROFESSION**

- A. What can you do to strengthen and improve the teaching profession?
- B. What is and/or should be the basis for accountability in the teaching profession?  
(Limit your typed response to two double-spaced pages.)

**IV. EDUCATION ISSUES AND TRENDS**

What do you consider to be the major public education issues today? Address one, outlining possible causes, effects and resolutions. (Limit your typed response to two double-spaced pages.)

**V. PROFESSIONAL DEVELOPMENT ACTIVITIES**

- A. Beginning with the most recent, list professional association memberships including information regarding offices held and other relevant activities.
- B. Beginning with the most recent, list staff development leadership activities; training in instructional strategies; and/or leadership activities in the training of future teachers.
- C. Beginning with the most recent, list awards and other recognition of your teaching.  
(Limit your typed response to one double-spaced page.)

**VI. COMMUNITY INVOLVEMENT**

Describe your commitment to your community through service-oriented activities such as volunteer work, civic and other group activities. (Limit your typed response to one double-spaced page.)

Portfolios/CDs/DVDs will **NOT** be duplicated for members of the District Teacher of the Year Selection Committee.

**PAPER CLIP ONLY**

all requested information.

**IMPORTANT REMINDER:**

This application must be received at USEP by 4:30 p.m., Thursday, November 16, 2017, to be considered for selection as Pasco District Teacher of the Year.

**NO FACSIMILES or E-Mails ACCEPTED-No Exceptions**

## **REGIONAL AND STATE SELECTION PROCESS**

From the nominations submitted by districts, five finalists will be selected representing each Department of Education Reporting Region: Panhandle, Crown, East Central, **West Central**, and South. District Teachers of the Year compete only within their region. If your district nominee is selected as one of the state's five regional finalists, the state selection committee will visit your district in the spring for interviews and observations of the nominee.

In May, the Florida Teacher of the Year and Regional Teachers of the Year will be invited to Tallahassee for presentation to the State Board of Education and annual Teacher of the Year Awards banquet. The Department will reimburse the teachers for travel expenses for this event.

All District Teachers of the Year will be invited to participate in recognition activities sponsored by the Department of Education and Macy's of Florida, corporate sponsor of the program. The Annual Florida Teacher Roundtable, a collegial symposium for District Teachers of the Year, will be held in May in Orlando in conjunction with the Macys Awards Celebration.

### **STATE AWARDS**

The following monetary awards are presented to the Florida Teacher of the Year, each Regional Finalist, and District Teachers of the Year at the Florida Teacher Roundtable:

Florida Teacher of the Year-----	\$2,500.00
Regional Teacher of the Year-----	\$1,250.00
District Teacher of the Year-----	\$ 500.00

### **OTHER AWARDS**

Our corporate sponsor, Macy's of Florida, is making a gift of \$100,000 to the Florida Teacher of the Year Program. From this source, the following awards are presented to the Florida Teacher of the Year, each Regional Finalist, and each District Teacher of the Year at a formal awards dinner and celebration held in conjunction with the Florida Teacher Roundtable:

Florida Teacher of the Year	\$10,000.00
Regional Finalist	\$ 5,000.00
District Teacher of the Year	amount will vary depending upon number of Districts participating in the program (approximately \$750.00).

Additionally Macy's makes a monetary award of \$1,000.00 to the school of the Teacher of the Year and each Regional Finalist and approximately \$250.00 to each District Teacher of the Year's school.