



Nancy S. Grasmick
State Superintendent of Schools

200 West Baltimore Street, Baltimore, MD 21201 410-767-0100 410-333-6442 TTY/TDD

TO: Potential Maryland Teacher of the Year
FROM: Nancy S. Grasmick, State Superintendent of Schools
DATE: December 2007
RE: Maryland Teacher of the Year Application

If you are a full time teacher with exemplary teaching and leadership abilities and you enjoy public speaking, you should apply to become Maryland's Teacher of the Year. Your school system and the Maryland State Department of Education are searching for outstanding teachers who have exciting ideas, and can represent the thousands of excellent teachers in Maryland.

This award is a highly recognized achievement. Maryland's Teacher of the Year holds a prominent position as a state education spokesperson and is Maryland's candidate for National Teacher of the Year. As your school system's Teacher of the Year, you also have an important role representing your fellow teachers and working with education and community leaders to effect change.

Awards and prizes are grand and varied, ranging from meeting the President of the United States to receiving valuable gifts including a brand new car, valued at approximately \$25,000. This gift is given by one of our Presenting Sponsors—the Maryland Automobile Dealers Association.

The Maryland Teacher of the Year selection process begins at the school and school system levels. Each school system selects its Teacher of the Year based on the guidelines in this application. Local Teachers of the Year act as teacher ambassadors. One will become the Maryland Teacher of the Year and will become a state spokesperson for education and go on to compete for the role of National Teacher of the Year. If you need additional information, or want to recommend a deserving teacher, please talk with your principal or contact your school system's Teacher of the Year coordinator.

Teaching is, we believe, the most important of all professions. The Maryland Teacher of the Year Program gives us an opportunity to recognize outstanding teachers and have them serve as leaders in Maryland. We hope you will consider applying or that you will encourage another exemplary teacher to apply for this prestigious award.

I N S T R U C T I O N S

!!! PLEASE NOTE !!!

Please read this entire packet including the 2008 Schedule

Instructions for completing the Maryland Teacher of the Year 2008 Application Form:

- Please provide all information requested in the application form.
- Signatures of the candidate's local superintendent, and the local Teacher of the Year Coordinator must be provided.
- Please limit your answers to the number of pages requested in each section—type size no smaller than 10 pt! In order to provide all applicants with an equal opportunity **only the number of pages requested will be accepted**. Any additional pages and/or materials submitted will not be presented to the Selection Committee.
- Each application must include three (3) professional portrait photographs suitable for publicity purposes (5" x 7" color, head shots needed). Photographs should be **labeled** (on back of photograph) with candidate's name, name of school, grade(s) taught, and school district. **These photographs should be professional portrait photographs. Computer-generated pictures and photocopies of photographs are not acceptable.**
- A 100-word description of your professional accomplishments is requested for publicity purposes.
- **Section I** (General Information) **must be submitted on the form provided!** Section I information should be copied for your records and sent to MSDE to **arrive no later than May 14, 2008**. State Board Honors invitations will then be issued to each teacher.
- Sections I-IX may be produced using your word processing system but please adhere to the format established in the application. Number the sections and the pages. However it is accomplished, what should result is a clean, clear copy suitable for easy duplication.
- The application should be **presented to MSDE in a one-inch white 3-ring binder**. Binder will include all original forms—Sections I-IX—and professional portrait photographs.
- Once the application package has been received by MSDE, it will NOT be returned until after the Maryland Teacher of the Year Awards Gala.
- The application package must be at the following address by **the close of business on May 29, 2008**.

Maryland Teacher of the Year Program
c/o Dr. Darla Strouse
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
Voice: 410-767-0370 Fax: 410-333-2226

Do not hesitate to contact the Maryland Teacher of the Year Program at 410-767-0370 if you have questions concerning application procedures.

Information, Rules, Gifts & Honors

General Information

The Maryland Teacher of the Year Program draws public attention to the work being done by the State's many fine teachers. In addition, it builds a network of exemplary practitioners that act as state and local advisors in education policy and program development. The Maryland Teacher of the Year represents Maryland teachers on numerous prestigious state committees and advisory boards and is invited to speak throughout the year at a variety of conferences and conventions. Maryland's choice is also a candidate for National Teacher of the Year. The national winner is feted in a round of press and network television interviews, meetings with members of Congress, and a White House ceremony with the President of the United States. The National Teacher of the Year leaves the classroom for a year to act as a national and international teacher spokesperson.

The Maryland Teacher of the Year is celebrated in Maryland as an education speaker and ambassador. The Teacher joins other State Teachers of the Year in corporate and federally sponsored national activities including: the National Teachers Forum; International Space Camp held each summer in Huntsville, Alabama, the National Teacher of the Year Conference in Dallas, Texas and more.

Criteria for Selection

Teachers of the Year should be:

- 1) outstanding teachers in their schools and have earned the respect of students, parents, and colleagues;
- 2) interested in speaking to audiences large and small, about education issues and the importance of the teaching profession;
- 3) leaders in their schools, school systems, communities, and/or state or beyond;
- 4) articulate and willing to speak at numerous statewide conferences and other venues; and
- 5) able to represent Maryland as a National Teacher of the Year.

Maryland Teacher of the Year candidates must be full-time classroom, resource, or media teachers, who spend the majority of their time teaching. Nominees ***must have completed, prior to their nomination, a minimum of five years teaching by June 2008.*** The selected local teacher of the year must remain in a teaching position during his or her full award year (i.e., from May to May of the following year). Local Teachers of the Year are expected to participate in the Teacher of the Year Awards Gala in October and activities listed on the following page.

Judging Process

Each of the twenty-four Maryland school systems submits the application of its local Teacher of the Year candidate to the Maryland State Department of Education. Written applications are judged by a State panel of education leaders. Seven finalists are selected and interviewed by the State Panel. The Maryland Teacher of the Year winner is determined by the Panel and announced at the Maryland Teacher of the Year Gala, a widely attended celebration of teaching excellence.

Gifts*

The newly selected Maryland Teacher of the Year receives the following:

- A new car, valued at \$25,000 donated by the Maryland Automobile Dealers Association.
- A SMART Board and NEC Projector and AlphaSmart software.
- \$5000 cash award from the Maryland State Department of Education
- Additional prizes including National Conferences and Programs

Local Teachers of the Year Gifts and Honors

- Maryland State Board of Education Honors – All Local Teachers of the Year are candidates for the Maryland Teacher of the Year and are honored at a Maryland State Board of Education Meeting and luncheon following the ceremony.
- Gala Awards Dinner - The Maryland Teacher of the Year is announced at an elegant black tie affair that will be held at Martin's West on October 3, 2008.
- Maryland General Assembly Honors – All of the Local Teachers of the Year are honored by the Maryland General Assembly.

*Gifts maybe subject to change.

Teacher of the Year Corporate Sponsors

Presenting Sponsors

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Maryland State Teachers Association

State Farm Insurance Company

2008 Schedule

**Prior to Wednesday,
May 14, 2008**

Determine through your own selection process your school system's Teacher of the Year. When the choice has been made, the teacher should be notified together with the teacher's principal and superintendent.

**On or by Wednesday,
May 14, 2008**

Inform the Maryland Teacher of the Year Program/MSDE by faxing the data sheets (Part I & Part II) which includes home and school address, name of your local candidate, subject and grade level(s) taught, name of the candidate's school and principal, school telephone and fax number, home (preferred) and school email address to MSDE by **May 14, 2008**.

Provide a 100-word description, of your professional accomplishments. This description should be forwarded to Dr. Darla Strouse at dstrouse@msde.state.md.us by **May 14, 2008**. This description may be used in our program book and other publications.

Signed Statements of Agreement for All Local Teachers of the Year are due to the Maryland State Department of Education on **Thursday, May 29, 2008**.

**On or by Thursday,
May 29, 2008**

Candidates must submit their completed applications (Part I, Part II, and Part III) to MSDE in a **one-inch white 3-ring binder due Thursday, May 29, 2008**. Candidates' completed applications can be hand carried to MSDE on **Thursday, May 29, 2008**.

**Thursday, May 29, 2008
10:45 a.m. – 2:00 p.m.**

Local Teachers of the Year are honored by the Maryland State Board of Education at the Maryland State Department of Education. Teachers and invited guests are also commended at a luncheon sponsored by the Maryland Automobile Dealers Association at the **Sheraton Baltimore City Center Hotel**, immediately following the State Board Honors.

**Thursday, May 29, 2008
2:00 p.m. – 2:30 p.m.**

All local Teachers of the Year and their Coordinators will meet with Dr. Darla Strouse to review the Teacher of the Year program events and expectations. Meeting will take place immediately after the luncheon at the **Sheraton Baltimore City Center Hotel**.

June 6, 2008

Photos due of all teachers with their students. Five to six photos in JPEG format are required. JPEG size should be between 300 – 400 KB. Please place photos on CD and mail by June 6, 2008 to: Ms. Kim Holcomb, Director, Special Projects, Maryland Public Television, 11767 Owings Mills Blvd., Owings Mills, MD 21117-1499.

July/August 2008

The Maryland Selection Committee meets and selects seven finalists.

August 2008

MSDE announces the names of the finalists.

**September 6, 2008
9:00 a.m. – 3:00 p.m.**

Finalists' interviews are held at the Maryland State Department of Education located at 200 W. Baltimore Street, 7th Floor Board Room, Baltimore, MD 21201.

**October 3, 2008
5:30 p.m. to 9:30 p.m.**

18th Maryland Teacher of the Year Annual Awards Gala at Martin's West.

**October 4, 2008
8:30 a.m. – 11:30 am**

Maryland Teacher of the Year Forum at the Best Western Baltimore West.

October 2008 – June 2009

Additional events and programs to be announced.