



Teacher of the Year

2012-13 Nomination Packet

Nomination Deadline is: FEBRUARY 6th • 4:00 p.m.

(ALL PAGES MUST BE COMPLETED)

IMPORTANT - Previous application versions will not be accepted.

The Harford County Public School (HCPS) system, as well as 23 other public school systems in the state, will participate in the 2012-13 Maryland Teacher of the Year program. As in the past, any full-time classroom, resource or media teacher who spends the majority of their time teaching is eligible; guidance counselors are ineligible to participate. Teachers who intend to retire during 2012-13 are not eligible to be Teacher of the Year.

Only the candidate who is chosen as the 2012-13 HCPS Teacher of the Year will be required to complete the state entry forms for the Maryland Teacher of the Year award.

- Completed nomination packets are due to the HCPS Central Office by 4:00 p.m. on February 6, 2012. Forms and documentation should be sent or delivered to Manager of Communications, 102 S. Hickory Avenue. All nomination materials (application, resume and essay) must be presented at one time.
- Each candidate must have completed a minimum of **FIVE years teaching experience** in Harford County Public School by January 2011.
- Nominations may be self-submitted or may be submitted by administrators, parents, colleagues, students, or others. Nominations should be made without regard to age, sex, race, religion, disability, or national origin.
- The key factor in the nomination is the description of outstanding qualities that make an individual a “model” educator and member of the community. When completing the nomination form, be sure to include specific examples of the candidate’s impact on students, other teachers, and the community.
- Harford County’s Teacher of the Year holds a prominent position as the county’s education spokesperson and is the county’s candidate for Maryland Teacher of the Year. He/she represents fellow teachers and will work with education and community leaders to affect change. See statement of agreement on back panel for details. In addition each of the ten semi-finalist will serve as the 2012-2013 Superintendent’s Teacher Advisory Council.
- A panel of judges composed of one student, three parents, three principals, three former Harford Teachers of the Year, and three business people will judge the nomination forms, selecting the 2012-13 Harford County Teacher of the Year. Nominations will be judged on a total possible of 100 points. The ten semi-finalists and the Teacher of the Year will be honored at a dinner to be held in their honor at the Bayou Restaurant on Thursday, March 29th, 2012.
- After the 10 semi-finalists have been selected, an interview round will take place for those individuals only to determine the top five TOY finalists and ultimately the winner of the Harford County Teacher of the Year award. Interviews will be conducted and judged by a panel of judges.
- All applicants will be screened by Human Resources. Human Resources reserves the right to dismiss any application based on employment issues found in the employee personnel file.

Teacher of the Year



Christian S. Slattery, Sr.
Hall’s Cross Roads Elementary School
2011-2012 HCPS Teacher of the Year

“Teaching is truly the most powerful position any individual can possess. Teachers have the power to motivate and inspire children everyday to want to succeed, not only in “that moment” but for a lifetime. Teachers have the power to turn each individual in their class into great leaders, ones who have enormous confidence over their own potential to learn. Teachers have the power to build lasting relationships with students and intertwine knowledge of each individual student into their classrooms and lessons in order to make learning meaningful and personable.”
- Christian Slattery

Please return this completed packet, along with the required support documentation, to Manager of Communications, Teri D. Kranefeld, 102 S. Hickory Avenue, Bel Air, MD 21014, no later than 4:00 p.m. on Monday, February 6th, 2012.

ALL MATERIALS MUST BE PRESENTED AT ONE TIME.

| Candidate Information | | | |
|------------------------------------|---------------------------|------------------------------------|----------|
| Name (Last, First, Middle Initial) | | | |
| Employing School | Grade | Major Subject Area (if applicable) | |
| Total Years of Teaching Experience | Years in Current Position | | |
| School Phone Number | School Email Address | | |
| Home Address | City | State | Zip Code |
| Home Phone Number | Home Email Address | | |

| Nominator Information | | | |
|---|--|---|----------|
| Name (Last, First, Middle Initial) | | | |
| Address | City | State | Zip Code |
| Daytime Phone Number | Email Address | | |
| Relationship to Candidate: | | | |
| <input type="checkbox"/> Parent of student* | <input type="checkbox"/> Community Leader* | * For non school-based nominators, please contact a school representative to assist in completing this nomination packet. | |
| <input type="checkbox"/> Student* | <input type="checkbox"/> Self | | |
| <input type="checkbox"/> Fellow Teacher | <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> Supervisor/Principal | | | |

| Endorsement | |
|---|------|
| I endorse this nomination in the belief that the candidate is a worthy and outstanding representative of excellence among professionals in education. | |
| Nominator's Signature (No signature required in case of a self-nomination) | Date |

TOY Candidate Questions

Nominators should work with the **candidate** to answer the following questions. ON SEPARATE SHEETS OF PAPER, please respond to EACH of the questions below, answering EACH within the noted page limits, citing specific examples where possible. Each answer will be scored individually by the judges. Each of the questions has a total maximum possible of 10 points = 70 total points for all answers. **ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

I. Professional Biography (Professional 100 word biography, 12 point font. Please write in third person.)

NOTE: This biography will be used for publicity and promotional purposes at the state and local levels. Provide a 100 word candidate biography of your professional accomplishments including information such as colleges/universities attended, type of degree(s) and year(s) received and in what discipline, school teams and committees, community or volunteer service and any other awards or stellar information. (10 points)

II. Contributions and Accomplishments (No more than one double-spaced page, 12 point font.)

Describe what you consider to be your greatest contributions and accomplishments in education. (10 points)

III. Community Involvement (No more than one double-spaced page, 12 point font)

Describe your commitment to your community through service-oriented activities such as volunteer work, civic responsibilities and other group activities including additional volunteer school involvement. (10 points)

IV. The Teaching Profession (No more than three double-spaced pages, 12 point font)

A. What were the factors that influenced you to become a teacher? (10 points)

B. What do you do to strengthen and improve the teaching profession? (10 points)

C. What is and/or should be the basis for accountability in the teaching profession? (10 points)

V. Strategic Focus (No more than one double-spaced page, 12 point font)

Describe your role in helping the Board of Education of Harford County achieve its mission. (10 points)

The mission of the Harford County Public Schools is to promote excellence in instructional leadership and teaching and to provide facilities and instructional materials that support teaching and learning for the 21st century. The Harford County Board of Education will support this mission by fostering a climate for deliberate change and monitoring progress through measurable indicators.

Note: Please submit a copy of the candidate's resume along with this nomination packet.

Nominator Essay

The **nominator** should write an essay of no more than two double-spaced pages on the topic: "My candidate should be recognized as the 2012-13 Harford County Teacher of the Year because..." (Total possible points: 20)

References

Include two references from any of the following: superintendent, principal, administrator, colleague, student/former student, parent or civic leader. If the nominator is not the nominee's principal, then one reference must be completed by the principal. Please include the names of reference with contact information **on a separate sheet of paper.**

References should **NOT** be included in with the nomination packet. All completed reference forms must be sent **directly from the reference to Teri Kranefeld by close of business February 6, 2012 to the attention of:** Manager of Communications, 102. S. Hickory Ave. Bel Air, Maryland, 21014. (Total possible points: 20 points)

RECOMMENDATIONS

- 1. Please adhere to the requirements of the Teacher of the Year nomination packet. For example, do not exceed the limit of references requested (two).**
- 2. Important!** Please submit the nomination packet in a one-inch three-ring binder with NO dividers or sheet protectors. References should NOT be included with the nomination packet. See the section above regarding the references submission process. No photos will be accepted.

2012-13 Harford County Teacher of the Year Dates to REMEMBER

HARFORD COUNTY

February 6th at 4:00 p.m.

February 13th *SNOW date February 21st*

February 15th

February 16th and 17th *SNOW Dates February 21st & 22nd*

February 21st *SNOW date February 27th*

March 29th

April 10th (tentative)

May 25th

July 4th

Nomination Packets Due

Top Ten Semi- Finalists Announced

Top Ten Semi-Finalist Mixer Event

Top Ten Semi- Finalists Interviews

Top Five Finalists Announced

Teacher of the Year Banquet (TOY Announced)

Board Recognition of five finalists & Teacher of the Year

Service Recognition Dinner- Key note speaker engagement for TOY

Bel Air Independence Day Parade

STATE OF MARYLAND

May 9th

May 22nd

Part I and Part II of State Application Due & 100-Word Bio Due

Completed Application (Parts I, II & III) Due &

Luncheon at Sheraton Baltimore City Hotel

Finalist Interviews held at MSDE

MD Teacher of the Year Annual Awards Gala

MD Teacher of the Year Breakfast Forum

September 8th

October 5th

October 6th

NOTE - The HCPS Teacher of the Year is also expected to attend additional state and local events including overnight trips and speaking engagements (i.e. Chesapeake Bay Retreat, Teachers of Promise Institute, Day in Annapolis, etc.).

Statement of Agreement for All Harford County Teacher of the Year Candidates

I hereby give my permission that any or all of the attached materials (other than home address and telephone) may be shared with persons interested in promoting Harford County's Teacher of the Year program. In addition, if selected as the Harford County Teacher of the Year, I acknowledge and will do the following:

- I am in good standing with HCPS and the community;
- I agree to attend all dated appointments outlined;
- Attend the State Board Teacher of the Year Ceremony and Luncheon;
- Attend the Maryland Teacher of the Year Gala and Forum on the day after the Gala (The Gala is mandatory. The Forum is also of high importance.);
- Attend as many official MSDE Teacher of the Year programs as possible to include overnight trips (Conflicts can occur and are acceptable.);
- Remain as a teacher during the year of tenure as Harford County Teacher of the Year or Maryland Teacher of the Year (Administrative positions are not eligible.);
- Act as a spokesperson for education and teachers (as Harford County Teacher of the Year speaking engagements are requested by many education associations as well as corporate, community, and civic organizations).
- Serve on the Superintendents's Teacher Advisory Council for the 2012-13 School Year.

If I am selected as Harford County Teacher of the Year, I will also compete for the State Teacher of the Year, and acknowledge that if selected as Maryland Teacher of the Year, my school system will give me time out of class to speak at state conferences and functions.

Signature of Candidate

Date



Harford County Public Schools – Teacher of the Year Nomination Reference Form

The individual named below has listed you as a reference on an application for the Harford County Public Schools Teacher of the Year program submitted to Harford County Public Schools. Please fill out the following short survey. We would appreciate your honest evaluation of this person on the topics below. Your response is strictly confidential and is important to us in evaluating qualifications and potential of this nominee.

Name of Nominee: _____

| | Please indicate with an X in the corresponding column how you would rate the applicant on the following: | Above Average | Average | Below Average | No Opportunity to Observe |
|-----|--|---------------|---------|---------------|---------------------------|
| 1. | Verbal Communication: Clarity, expression and organization of speech | | | | |
| 2. | Written Communication: Clarity, expression and organization of writing | | | | |
| 3. | Professionalism: Professional attitude toward teaching, students and school | | | | |
| 4. | Leadership Qualities: Initiative, judgment, resourcefulness and common sense | | | | |
| 5. | Disposition: Management of emotions, composure, emotional maturity, appropriate sense of humor | | | | |
| 6. | Interpersonal: Appropriate communication and cooperation with Administrators and school community | | | | |
| 7. | Community Relations: Actively seeks and maintains positive, ongoing communication and attitude with parents and community | | | | |
| 8. | Content: Considers learning theory, instructional strategies, student growth, development and differentiates instruction to meet student needs | | | | |
| 9. | Classroom Management: Establishes clear expectations for students and fosters a positive learning environment through discipline, attention to records and reports, classroom organization and student engagement | | | | |
| 10. | Planning: Ability to prepare meaningful and engaging lessons to motivate students, giving attention to individual pupil needs as well as use of curriculum | | | | |
| 11. | Attendance | | | | |
| 12. | Punctuality | | | | |
| 13. | Success as a Teacher | | | | |

Reference forms should be sent by reference person only.

Please return completed reference to:

Harford County Public Schools, Communications Office
 102 S. Hickory Avenue, Bel Air, Maryland 21014
 410-588-5203 ~ Fax: 410-893-2478
 Email: teri.kranefeld@hcps.org



Harford County Public Schools – Teacher of the Year Nomination Reference Form

| | | |
|---|------|----|
| Time acquainted professionally with applicant: (mm/yyyy to mm/yyyy) | From | To |
|---|------|----|

Describe your relationship with this candidate (including how long you have known the applicant, how many times you observed them in a professional capacity, etc.).

Please feel free to add any additional comments regarding this candidate's ability to perform the required duties.

Completed by:

Name _____ E-mail _____

Title _____ Relationship _____

Telephone _____

City, State, ZIP _____

Signature _____ Date _____

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