

DoDEA/National Honors, Responsibilities, Timeline, and Checklist

Purpose

The purpose of the DoDEA Teacher of the Year Program is to recognize and promote excellence in education.

Responsibilities of the DoDEA Teacher of the Year

- * To take an active role in educational leadership.
- * To build a network of talented educators that can help guide educational policy and practice.
- * To serve as an advocate for our profession.
- * To serve as a liaison between our geographically diverse schools and DoDEA leadership.
- * To make public appearances on behalf of his/her home district, area, and/or the system.

District Teacher of the Year Honors and Awards

- * Personal congratulations by the Director of DoDEA.
- * Certificate or commemorative plaque or trophy.
- * Participation in the DoDEA Teacher of the Year Forum.
- * District recognition through local newspaper, American Forces Network (AFN), reception, monetary award, attendance at a national conference, etc. **Awards vary by district.**

DoDEA Teacher of the Year Honors and Awards

- * Personal congratulations by the Director of DoDEA.
- * Certificate or commemorative plaque or trophy.
- * Participation in the DoDEA Teacher of the Year Forum (Year 1 as a participant; Year 2 as chairperson/facilitator).
- * Attendance at the National Teacher of the Year Program Conference.
- * Attendance at a national conference of choice.
- * Attendance at a White House reception to be recognized by the President of the United States and Secretary of Education.
- * Participation in the International Space Camp, Huntsville, Alabama.
- * Second semester release from classroom duties to represent DoDEA system-wide.
- * Cash award.

Eligibility and Criteria for Selection

A Teacher of the Year must (1) be a full-time, U. S. certified teacher in a DoDEA school, (2) NOT have been selected as a Teacher of the Year for the previous three years, and (3) have completed three years of successful teaching in DoDEA. Note: If a District Teacher of the Year retires, leaves the system, or assumes an administrative position, the district runner-up will then assume the role of District Teacher of the Year.

Teachers of the Year should

- * Inspire students of all backgrounds and abilities to learn.
- * Have the respect and admiration of student, parents, and colleagues.
- * Play an active role in the community as well as the school.
- * Be poised and articulate with excellent written and oral skills.
- * Be able to provide presentations and workshops to diverse audiences in his or her area of expertise.
- * Possess the energy to withstand a busy schedule.

TIMELINE	
May 2012	Nomination information and Teacher of the Year applications are sent to Area/District Offices.
May 2012	Nominations sought in local communities.
On or before June 1, 2012	Applications for District Teacher of the Year due at DSO.
June 20, 2012	District Teacher of the Year selected by district panel based on written application and telephone interview.
On or before September 12, 2012	Applications for DoDEA/National Teacher of the Year due in district offices, including photo and DVD for endorsement.
On or before September 26, 2012	Application package of district Teacher of the Year, including photo and DVD due at DoDEA HQ.
October 15, 2012	DoDEA selection panel meets to review written applications and conduct interviews with top candidates by telephone.
On or before October 15, 2012	Announcement of 2012 DoDEA Teacher of the Year.
On or before October 15, 2012	The name, subject area, grade level, school and city or candidate must be provided to the National Teacher of the Year by phone, letter, fax, or electronic mail.
On or before November 2, 2012	The DoDEA State Coordinator submits the DoDEA Teacher of the Year's complete official application package to the National Teacher of the Year Program Office.
January 2013	National selection committee announces four finalists.
March 2013	Four finalists meet with national selection committee in a

	variety of situations, including individual interviews for a 3-day period.
April 2013	2012 National Teacher of the Year announced and honored in Washington, DC at the White House.
SY 12-13	Recognition and professional development opportunities

DoDEA/National Application Package Checklist

	Include three (3) letters of support from any of the following: Superintendent, principal, administrator, colleague, student/former student, parent, or civic leader.
	Signatures of the candidate, principal, and district superintendent.
	Required essays meet established format with outline form and topic at the top of the first page of each section.
	Sections and pages numbered.
	<u>Answers limited to requested number of pages requested in each section</u> (you will not be penalized for a shorter answer, but you will be disqualified if you submit more pages than requested).
	Essay responses double-spaced.
	Type/font size no smaller than 10 point , standard margins of no less than $\frac{3}{4}$ inch.
	Application on white paper to ensure clear, high-quality reproduction
	Three letters of support (each no more than one page in length).
	<u>One photograph</u> , either hard copy or electronic, suitable for publicity purposes (5" x 7" head shot in color is preferred).
	Section 1 (pages 1-2) must be submitted on the form provided. Sections II-VIII may be produced using your word processing system but please adhere to the format established in the application. <u>Number the sections and the pages.</u>
	National ToY message video presentation; 3-5 minutes.

Application packages are due to the DoDEA State Teacher of the Year via Dr. Deborah Donnelly, **September 26, 2012**. Please send to the following address:

Department of Defense Education Activity
Professional Development Branch
ATTN: Dr. Deborah Donnelly
4040 North Fairfax Drive
Arlington, Virginia 22203

