



# Los Angeles County Teachers of the Year Program 2020 Information & Application Instructions

## PROGRAM OVERVIEW:

The Los Angeles County Office of Education (LACOE) has proudly served as the sponsoring organization of the **Los Angeles County Teachers of the Year Program**—an honors competition and awards luncheon that spotlights excellence in public education. The county program, the largest in the state, is part of the California and National Teacher of the Year programs.

Each year, LACOE presents an awards luncheon to recognize all district-level Teachers of the Year. During this luncheon, LACOE announces 16 teachers as the Los Angeles County titleholders, who will automatically qualify for the state competition, with a chance to participate in the nationals. LACOE encourages all Los Angeles County public school districts to participate. Program information, the application and complete instructions are available on the Teachers of the Year website at [www.lacoe.edu/toy](http://www.lacoe.edu/toy)

## ELIGIBILITY REQUIREMENTS:

To be eligible for the California TOY Program, applicants must be:

1. Fully credentialed teachers currently employed to teach any pre-kindergarten through grade twelve.
2. Adult Education teachers who provide instruction in the same curriculum as those who teach in elementary or secondary grades.
3. Instructors who have some administrative responsibilities but for whom teaching students is the primary responsibility.
4. Teachers who are available to fulfill ambassadorial duties during the year of service and be supported by their employer.
5. Applicants must be employed full-time, or as long-term substitute.

Applicants must:

- Have been named as a finalist in their local competition.
- Have **completed eight years of teaching** at the time of the application submitted at the local level.
- Have demonstrated leadership and innovation in and outside of the classroom walls that embodies lifelong learning.
- Have expressed themselves in an engaging and articulate way.
- Be available to fulfill ambassadorial duties during the year of service and be supported by their employer.

Applicants to the county program may be selected as a California Teacher of the Year. Because of that possibility, all applicants should be prepared to fulfill the responsibilities of representing the teaching profession in a variety of settings and assisting their teaching colleagues in a variety of ways. Teachers selected as state winners may be called away from their classroom 30 or more instructional days during their title year.

**TOY 2020 TIMELINE:**

March – May 2019	Districts organize their own district-level TOY programs.
May 22, 2019	TOY Application Workshop at LACOE Office in Downey 9300 Imperial Hwy., Downey. Room EC 100. 3:00 – 4:30 p.m.
★ Monday, June 10, 2019 (before 5pm)	<b>DEADLINE for all application materials from district TOY.</b>
July 8, 2019	Selection Committee #1 reviews written application materials.
July 10, 2019	25 semifinalists are selected and notified of interview schedule.
July 16 & 17, 2019	Selection Committee #2 conducts interviews with semifinalists.
July 26, 2019	Deadline for LACOE to submit the (16) TOY apps. to state.
September 20, 2019	District TOY Awards Luncheon and media announcement.

**NOMINATION ALLOWANCES:**

Each public school district may establish its own internal process for selecting one or more exemplary teachers to compete in the program. All school districts (except Los Angeles Unified School District) are allowed one nominee. Los Angeles Unified School District is allowed five nominees.

**AWARDS BANQUET:**

All district-level Teachers of the Year are invited to attend the awards luncheon. The sixteen (16) winners of the Los Angeles County Teachers of the Year competition will be publicly announced at the luncheon. Family members, parents, students, former students, district representatives and news media will also be invited.

**OPT OUT POLICY:**

District Teachers of the Year who want to opt out of the county-level competition and still be honored at the awards luncheon may omit the essays but must still submit the Application Information, Personal Mini-Profile and their photograph.

## **STATE PROGRAM:**

The LACOE Communications Department will make all arrangements to send the applications of the 16 county winners to the CDE by its deadline. Teachers selected as state winners may be called away from their classroom 30 or more instructional days.

## **Application Instructions**

### **Downloadable Application**

For your convenience, the 2020 Application is available as a “fill-in form”. The fill-in form must be downloaded and save to your desktop before data entry begins. The application is locked so that the question content, type, size, and spacing may not be altered. The form contains text and numeric fields that appear as small gray boxes for data entry.

### **Application Formatting**

Failure to observe the following formatting requirements may result in disqualification. Please proofread the application carefully.

### **Paper, Spacing, and Fonts**

All application components must be printed on standard 8½” by 11” white paper. Responses must be typewritten; using a 12-point Arial font; double spaced; and margins of ¾ inch on all sides (right, left, top, and bottom). Do not use compressed type. All application components should be numbered at the bottom center of the page.

### **Page Titles**

All sections should have a title at the top of each page.

### **Sequence and Pagination**

Assemble the application package as follows:

1. 2020 TOY Application
2. Introductory Letter
3. Professional Biography
4. Professional Resume
5. Essay Response:
  - a. Student Progress
  - b. School Culture
  - c. School-Community Involvement
  - d. Philosophy of Teaching
  - e.. Education Issues and Trends
  - f . National Teacher of the Year
6. Letters of Support
7. Current School Schedule

## Application Components: Section for Submission

The State Superintendent of Public Instruction's, Blueprint for Great Schools: Version 2.0 outlines recommendations in five critical areas: California standards, teaching and leading excellence, student success, continuous improvement and accountability systems, and systems change and supports. One of the State Superintendent of Public Instruction's areas of focus is to address the teacher and administrator shortage and support additional professional development by expanding training so all teachers can continually improve throughout their careers. Another is to better prepare students for twenty-first-century careers and college. Please use these themes to set the tone for the application.

California Teachers of the Year are frequently called upon to deliver brief, inspirational messages and to address questions from the media, the public, and peers. It is important that our teacher representatives are able to provide answers that are succinct, yet thoughtful and inspirational in nature. Even though teachers may represent particular subject areas, teachers should show a broad, global view of educational practice.

The essence of this application is a set of essays, closely paralleling that of the National Teacher of the Year application, in which the applicant describes his or her background experiences, professional development, and personal views about education. All candidates, as representatives of their county, are considered exemplary in the teaching field. However, application reviewers report that the best applications are those that inspire through specific and compelling examples; provide evidence of meeting all students' needs; and convey "passion" and commitment above and beyond that of most applications. Reviewers note that a prevailing personal "voice of authenticity" runs throughout the best applications. Applications directly address each topic in a clear and memorable way.

The 2020 California TOY Application must be completed and accompanied by the following six sections:

### Section 1- Introductory Letter from the Applicant to the Evaluation Committee (1–2 pages)

This section should be 1–2 pages in length. The letter should present a powerful statement about the applicant and his or her commitment to continued achievement for all students, and should:

- Explain what it is like to be a student in your class.
- Relate an inspirational vignette from your own teaching experience that illustrates an important aspect of education.
- Paint a clear picture that helps the reader to envision a typical day.
- Include a brief example of an ideal real day and a brief example of how you turned a challenging moment into a teachable moment.

## Section 2- Professional Biography (maximum 250 words)

Please complete a professional biography in the first person.

### **Describe:**

- The grade level and subject you currently teach
- The school in which you currently teach, including city and state
- All degrees you hold include the institution where they were received (i.e., Bachelor of Science in Finance from the University of Connecticut)
- The factors that influenced you becoming a teacher
- Your greatest contributions and accomplishments in education, to date

Please follow the following style guidelines:

- Spell out your degrees (i.e., Bachelor of Arts not BA)
- Only capitalize a subject area when it is used as a language (i.e., capitalize English but not calculus)
- Use your first and last name in the first reference, but your last name only on second and subsequent references.
- Spell out all acronyms the first time they are used

## Section 3- Professional Resume

Please complete a professional resume beginning with the most recent experience. **Do not exceed two pages.** Include the following:

### **Education:**

- Colleges and universities attended (including postgraduate studies), years of attendance, majors and degrees earned (include the 5 most recent items in chronological order)

### **Certifications:**

- Professional association memberships, including information regarding offices held, year obtained, and other relevant activities (include the 5 most recent items in chronological order)

### **Work Experience:**

- Teaching employment history with title, organization, years in position, grade level, and subject area of each assignment (include the 5 most recent items in chronological order)

### **Leadership Experience:**

- Staff development position, organization, years in position, leadership activities, mentorships, and leadership activities in the training of future and current teachers that you have presented (include the 5 most recent items in chronological order)

### **Awards and Other Recognition:**

- Awards and other recognition of your teaching, including the year received and exact involvement (include the 5 most recent items in chronological order)

## Section 4- Essays

There are six essays that are required of all applicants. The essays must be attached to the 2020 TOY Application.

### 1. Student Progress (maximum 500 words)

- Describe how you know your students are achieving

#### **Consider:**

- Types of formative and normative assessments used to determine student progress
- What types of data that you use
- How data are used to inform instructional decisions
- How you assess and address the needs of at- risk students
- How do you differentiate instruction to meet the variety of needs of at-risk students and how you differentiate instruction to meet the variety of classroom needs

### 2. School Culture (maximum 500 words)

#### **Describe:**

- A project or initiative you have been involved in which contributed to the improvement of overall school culture
- Your role and how you collaborated with others
- The status of this project today, and include evidence of student impact

### 3. School-Community Involvement (maximum 500 words)

#### **Describe:**

- How you ensure that education transcends the classroom
- Specific ways in which you deliberately connected your students with the community, including evidence of student impact
- Partnerships, such as involvement with colleagues and creating school-community partnerships
- How you involve and utilize the community in your classroom
- Your commitments to the community through service-oriented activities (such as volunteer and civic) that enhance the home, school, and/or community connection
- How you establish local partnerships that strengthen family involvement in children's education
- How you involve the community beyond that which is considered basic school-related involvement
- How you get your students involved in community service projects

#### 4. Philosophy of Teaching (maximum 750 words)

Describe:

- Your personal views about teaching, including what aspects make you an outstanding teacher
- The rewards you find in teaching
- How your views about teaching are demonstrated in your personal teaching style
- A content lesson or unit that defines you as a teacher
- How you engage students of all backgrounds and abilities in the learning and how that learning influences your students
- How your beliefs about teaching are demonstrated in this lesson or unit

#### 5. Education Issues and Trends (maximum 5000 words)

Describe:

- What you consider to be a major public education issue today (address the issue in depth, outlining possible causes, effects, and resolutions)
- How you demonstrate being a lifelong learner, leader, and innovator about this issue, both in and outside of the classroom

#### 6. National Teacher of the Year (maximum 750 words)

If chosen as the 2020 National Teacher of the Year, you would serve as a representative and spokesperson for the nation's teaching profession. You would represent all outstanding practices, subjects, and types of classrooms (pre-kindergarten through grade twelve).

Describe:

- Your message and platform
- Skills, values, knowledge, and ethics you would convey
- Positive messages you would communicate to your profession and to the public
- Why you would recommend individuals to enter the teaching profession
- How you would strengthen and improve the teaching profession
- How you support the teaching profession, such as through teacher collaboration and mentoring
- What is and/or what should be the basis for accountability in the teaching profession

### Section 5- Letters of Support

Include **three** letters of support from among the following: district superintendent, principal, administrator, colleague, student, parent, or community civic leader. All letters should extend the application by covering areas or examples not addressed elsewhere and must be written by the person from whom they are from.

Letters of support are limited to one page each. Do not include other materials, such as portfolios or press clippings.

### Section 6- School Schedule

Attach a current school schedule for September-October 2019.

## **Additional Information required for the Los Angeles County Office of Education**

### **PERSONAL MINI-PROFILE** – *(up to 150 words)*

Include a brief description of the teacher, his/her class, subject(s) taught, and the school.

### **5X7 SELF PORTRAIT PHOTOGRAPH**

- 5" x 7" original print – not a photocopy or digital printout.
- Color glossy head shot of the teacher only. No group shots.
- Place the teacher's name, school and district on the back of the photo.

## **Submitting the Application**

### **Copies**

Provide one original application (printed single-sided) and an additional **seven copies (printed back-to-back)**. The original and copies must be stapled in the upper left-hand corner, not paper clipped or rubber banded. The application must **NOT** have decorative covers or bindings.

### **Mailing or Delivering the Application**

**The applicant must provide one original application (printed single-sided) and an additional seven copies (printed back-to-back).** Mail the application materials to:

**Communications Department, 9300 Imperial Highway, Downey, CA 90242-2890,**

Attention: Susan Bishop. The entire application is due on or before **Monday,**

**June 10, 2019, 5:00 p.m. Absolutely no late applications will be accepted!**

### **Interview Phase (*Semifinalists Only*):**

The top 25 scorers will advance to the county's semifinal round of interviews. A second LACOE Selection Committee will conduct the interviews. Semifinalists will be contacted to schedule their interview time. Interviews will be on July 16 & 17, 2019.