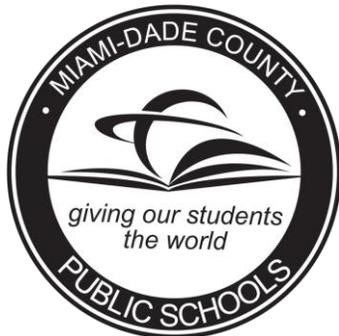


Miami-Dade County Public Schools

2024 Francisco R. Walker
Teacher of the Year

Nomination Packet



**2024 FRANCISCO R. WALKER MIAMI-DADE COUNTY
DISTRICT TEACHER OF THE YEAR
NOMINATION PROCEDURES**

INTRODUCTION

The annual District Teacher of the Year selection process, jointly sponsored by United Teachers of Dade, is part of a national program which brings deserved recognition to the teaching profession and serves to highlight the positive aspects of education. The Teacher of the Year program is not attempting to single out any individual teacher as the best teacher, but to honor one teacher who is a representative of all the excellent teachers working in Miami-Dade County Public Schools. In past years, Miami-Dade has had one National Teacher of the Year, and several Florida Teachers of the Year and state finalists.

From among the many outstanding teachers serving in the school system's instructional staff, four will be selected (one representing each of the three Regions and one from Adult/Vocational/Educational Opportunity and Access). One of these four will be selected as Miami-Dade County's 2024 Francisco R. Walker District Teacher of the Year.

Special centers and charter schools will compete in the geographic region in which they are located. Special centers are urged to include teachers who are teaching at work sites other than the school to which they are assigned. For example: Satellite Learning Centers, Hospital and Homebound teachers and Neva King Cooper Educational Center, Ruth Owens Krusé Educational Center, Robert Renick Educational Center, etc.

ELIGIBILITY

1. Any full-time staff member is eligible whose major responsibility (51% of time) is the direct instruction of students or other teachers, and who carries out his or her duties under a regular, predetermined schedule resulting in teacher service to the same group(s) of individuals throughout the year.
2. Under the rules as set by the Council of Chief State School Officers, community college and university teachers are ineligible, as are school personnel whose major responsibilities are administrative or supervisory, such as principals or deans of students.
3. The following full-time district educators are eligible for nomination:
 - Classroom teachers - Grades Pre-K through 12 (Face-to-Face or Virtual)
 - Adult education teachers
 - Department chairpersons who actively engage in classroom teaching
 - Postsecondary vocational/technical education teachers
 - Guidance counselors
 - Media specialists
 - Speech/language pathologists
 - Special area teachers (i.e., ESE, foreign languages, music)
 - Charter school teachers
 - Other professional educators performing instructional support services **with students** (i.e., school psychologists, school social workers and instructional coaches)
4. A minimum of **five full years** (years as a 3100 teacher may be included) of acceptable teaching in Miami-Dade County Public Schools, prior to the year of nomination, is required.
5. Nominations should be made without regard to race, age, sex, national origin, religion or disability.
6. Paraprofessionals and office employees are not eligible to be nominated.
7. Teachers representing UTD on the Joint M-DCPS/UTD Teacher of the Year District Task Force are ineligible.
8. Teacher of the Year candidates shall have a track record of exceptional gains in student learning.

SELECTION CRITERIA

Each nominee will be evaluated based on the following criteria:

- Demonstrates a superior ability to foster excellence in education, contributes to the continuous improvement of student learning and the school environment, and maintains a record of superior teaching performance as evidenced by student learning gains, annual performance assessment and recognition of work.
- Utilizes original and/or innovative instructional materials, methods, curriculum or tools such as interdisciplinary instruction, project-based learning, research-based programs or technology to facilitate instruction.
- Actively engages in targeted, collaborative and sustained professional development and demonstrates leadership in educational activities at the school, district and/or state and national level, such as active membership in an advisory council, task force or professional organization or through involvement as a grade level or department chair.
- Demonstrates a commitment to creating a climate of caring and respect inside and outside the classroom with students, families and other stakeholders conducive to effective teaching and learning and engages parents/families in the learning process to enhance student achievement.

SELECTION PROCEDURES

AT THE SCHOOL SITE

1. A nominating committee at each school shall be comprised of eight members. Five persons shall be elected by the entire faculty, and three additional members shall include: the designated United Teachers of Dade Building Steward, a parent representative (preferably a PTA member) and the principal or his/her designee. Note: Adult/Vocational centers may substitute a student for the parent representative.
2. Any member of the instructional, administrative, or school support staff shall be eligible for nominating committee membership. A majority of the nominating committee should be instructional personnel. The committee shall select one of its teacher members to serve as a chairperson.
3. Nominations for membership on the nominating committee are to come from the floor at a faculty meeting. This faculty meeting should include all voting members.
4. The nominating committee shall submit the names of one to three candidates for the Teacher of the Year to the faculty, accompanied by a one page written rationale for each. The written rationale shall be distributed three days prior to the announced election date. At a separate meeting for the election, additional nominations for the Teacher of the Year may be made from the floor with written rationale.
5. At this same meeting, the Teacher of the Year for the school or center shall be chosen by secret ballot election in which all salaried personnel in the UTD bargaining unit (teachers, instructional support personnel, student services personnel, paraprofessionals, full-time office employees, security monitors and 3100s), as well as administrators are eligible to vote. **ABSENTEE BALLOTS CANNOT BE ACCEPTED.**
6. The school site nominee will be the individual receiving the majority of the votes (50% plus one). If no nominee receives the majority of votes on the first ballot, re-balloting will continue until a majority is reached. In situations where there are more than two nominees on the ballot and no one receives a majority of the votes, take the two nominees who received the highest number of votes and vote again until a nominee is selected by a majority.
7. The nominating committee chairperson shall appoint two tellers, neither of whom are members of the nominating committee or themselves Teacher of the Year nominees, to count the ballots. The results are to be announced immediately.
8. For the sake of uniformity throughout the county, no additional rules can be included at the school site.

PROCEDURES FOR THE SCHOOL'S NOMINATION PACKET

1. Please see the school level checklist for nomination packet contents.
2. The nomination packet shall be sent to the appropriate Region administrator as follows:

North	Mr. Leonard Torres
Central	Ms. Brenda Swain
South	Mr. Manuel Garcia
Adult/Vocational/Educational Opportunity and Access	Dr. Susana Mauri

3. **Deadline to submit the nomination electronic (PDF) packet from the school site to the Region is November 29, 2022.**
4. The nominating committee at the school level must provide a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its rationale for nominating the teacher. Please ensure the title under the signature line on the letter reads: Teacher of the Year Committee Chairperson.
5. A parent within the school community must provide a signed letter no more than one page, single spaced. Please ensure the title under the signature line on the letter reads: Parent Representative.
Note: A letter from a student may be accepted at the adult/vocational levels. In this case, the title under the signature line should read: Student Representative
6. A signed letter of support (no more than one page, single-spaced) from the principal must accompany the original packet that is sent to the Region. Please ensure the title under the signature line on the letter reads: Principal.

SELECTION PROCEDURES AT THE REGION

1. The following ten people along with the Region Superintendent or designee will constitute the Region Selection Committee:
 - Five teachers appointed by the President of United Teachers of Dade representing all levels of instruction. (If possible, the current Region Teacher of the Year should be one of the five teachers on the Region Selection Committee. In the event that the current Region Teacher of the Year is not available, the previous year's Region Teacher of the Year will serve.)
 - Three administrators representing all levels of instruction.
 - One parent representative who should be the PTA Region Coordinator or his/her designee.
 - One citizen representative from the other active citizen groups i.e., advisory committees, Dade Partners, Chamber of Commerce, etc.
2. The committee shall select one of its teacher members to serve as a chairperson.
3. The Region will review and verify that none of the nominees have ongoing personnel investigations or are currently on prescription.
4. Using the Eligibility and Selection Criteria, the Region Selection Committee will review all school nominations submitted and select five teachers as finalists.
5. Based on the current teaching schedule provided in the nominee's packet, classroom observations will be conducted.
6. The five finalists will be interviewed individually by the entire Region Selection Committee.
7. The entire committee then will vote by secret ballot. The chairperson and one other member of the committee shall count the ballots and immediately announce the results to the committee. The Region nominee will be the individual receiving the majority of the votes (50% plus one). If no nominee receives the majority votes on the first ballot, re-balloting will continue until a majority is reached.
8. The Chair of the Region Selection Committee shall telephone each of the five finalists immediately to notify them of the results.

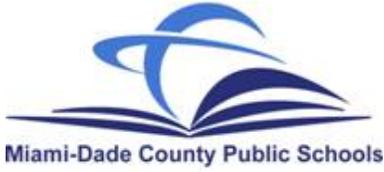
PROCEDURES FOR THE REGION NOMINATION PACKET

1. Utilize the Region checklist at the end of this application to verify the contents submitted in the nomination packet.
2. Submit a list of names and titles of individuals serving on the Region Selection Committee.
3. Submit as an email attachment a complete list of **ALL** the Teacher of the Year nominees from the Region and **bold region finalists** in an **EXCEL spreadsheet format** that contains only three columns as follows: 1. PROPER FIRST NAME, 2. PROPER LAST NAME, and 3. PROPER SCHOOL NAME (as it would appear on a certificate) Example: Jane Austin, Wesley Matthews Elementary School.
4. **The nomination electronic packet of the Region winner must be emailed by 4:00 PM on December 22, 2022 to Dr. Kimberly Y. Davis, kdavis2@dadeschools.net.**
5. Please keep written reports of the classroom observations and all other supporting data available for one year in the event it is requested by the District Task Force. **Please do not send to the District Task Force unless requested.**
6. The nominating committee must provide a letter (no more than one page, single-spaced) indicating reasons for nominating this teacher, and a copy of the lesson plan that the finalist utilized during the committee's observation.
7. The Region Teacher of the Year should enclose one additional letter of recommendation (no more than one page, single-spaced) which may be from a colleague, a present or former student, an administrator or a civic/community leader.
8. A letter of support (no more than one page, single-spaced) from the nominating Region Superintendent, must accompany the original packet.
9. Each Region winner is required to submit a video of classroom instruction. The video must comply with requirements as outlined by the State. Detailed information will be provided to finalists at the District Teacher of the Year Interviews on **January 11, 2023**. Technical support for this component should be provided by each respective Region.

SELECTION PROCEDURES

AT THE DISTRICT LEVEL

1. The District Task Force shall be comprised of members identified in Article XXVI, Section 3, Paragraph B of the M-DCPS/UTD Contract.
2. The entire District Task Force sitting as a total body will conduct **interviews** of each of the four District Finalists on **January 11, 2023**.
3. All members of the District Task Force will also serve as the visitation committee to make a **classroom observation** of each of the four District Finalists on **January 18 and 19, 2023**. Finalists will be notified of their specific observation date and time.
4. The District Task Force shall vote by secret ballot. The co-chairpersons shall count votes and the District's nominee will be the individual receiving at least the majority of the votes (50% plus one) of the total District Task Force. If no nominee receives the majority votes on the first ballot, re-balloting will continue until a majority is reached.
5. Following the selection of the District's nominee, the runner-up will be selected following the same voting procedures, from the remaining finalists.
6. **Recognition of the four finalists and announcement of the winner and runner-up will take place at the 2023-2024 Francisco R. Walker Teacher of the Year Recognition Ceremony on January 31, 2023.**
7. The winner will also serve as the District's nominee to the 2024 Florida Department of Education Teacher of the Year.



FRANCISCO R. WALKER 2024 TEACHER OF THE YEAR APPLICATION FORM

Name of Nominee:		
Home Address:		
City:		Zip Code:
Employee Number:		
Name of School:		
School Address:		
City:		Zip Code:
Cellular Telephone ()	Home Telephone ()	School Telephone ()
Email Address:		
Total Years Teaching Experience:	Years of Teaching in Florida:	
Years of Teaching in Miami-Dade:	Number of Years in present position:	
Grade Level:	Current Teaching Field:	
Personal and family information you wish to share (optional):		
Subject area(s) in which you hold a Florida Teaching Certificate:		
Certificate Type:	Number:	Expiration Date:
If applicable, date of National Board for Professional Teaching Standards Certification:		

CURRENT TEACHING SCHEDULE

PERIOD/DAY/TIME

GRADE AND SUBJECT

LOCATION/ROOM#

Nominee's Signature:

UTD Building Steward's Signature:

Principal's Signature:

In the space provided above, please list your teaching schedule as reflected in the school's master schedule. This will enable the Teacher of the Year (TOY) Task Force to determine the best time for classroom observations.

INSTRUCTIONS FOR COMPLETING SECTIONS I-III OF THE 2024 FRANCISCO R. WALKER TEACHER OF THE YEAR APPLICATION

Respond to the following three sections. Responses must be typed utilizing a font not smaller than 11 point. Begin each section on a new page. At the top of the page, specify the section number, title, and page or word limit information. Please number the pages continuously for the entire collection of responses.

Limit your answers to the number of pages or words requested in each section. In fairness to all applicants, only requested information will be reviewed.

SECTION I. RESUME

Your resume should include the following information, where applicable. Please limit to two pages, with at least one inch margins.

1. Complete work history, including dates of employment and descriptions of responsibilities and accomplishments;
2. Any past achievements- academic, professional or personal;
3. Any school or community involvement, leadership or volunteer experience.

SECTION II. TEACHING PRACTICE

Respond to the items below. Responses must be typed and double-spaced utilizing a font not smaller than 11 point. Please number the pages within this section. For question 5, provide a link to the recorded video.

Question 1 – 250 word limit

What inspires you as an educator?

Question 2 – 500 word limit

Describe with objectively verifiable evidence that demonstrates success at achieving meaningful learning outcomes for all students. Include formal/informal and short-/long-term data that demonstrates learning growth during students' time with the nominee, specifically addressing the students' performance when they left the classroom versus when they entered.

Question 3 – 500 word limit

A teacher leader is someone who affects student outcomes in classrooms beyond their own. Describe how you have been a teacher leader in your school, in Miami-Dade County Public Schools or in your subject area(s).

Question 4 – 500 word limit

Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, and how did you involve others and where is this project today? Please include evidence of student impact.

Question 5 – (You Tube Link to a 1-2 minute video reflection)

As Teacher of the Year, how would you support the program goal of promoting the teaching profession? Identify your vision for serving as the Christa McAuliffe Ambassador for Education. Present a clear and confident message throughout the video.

SECTION III. TEACHING PRACTICE for DISTRICT FINALISTS

Question 1 written response, lesson plan and video link must be submitted to **Dr. Kimberly Y. Davis – Kdavis2@dadeschools.net on January 13, 2023.**

Question 1 – 500 word limit

Describe the instructional practices panelists will see in your video. What are the strengths that are evident? How did you develop one of these strengths? What does the video show as an opportunity for further growth?

Lesson Plan:

Nominee’s lesson plan and printed materials used in the video submission must include the objective of the lesson and Florida Standards taught (e.g., **ELA.7.R.1.2:**

Compare two or more themes and their development throughout a literary text).

Student work samples may be included. Please name this file:

“Nominee Last Name, Nominee First Name, Lesson Plan Documents.” These documents will be uploaded into the online application.

Video Component - The Florida Department of Education Teacher of the Year 2024 has a video requirement. This component must be completed by **January 13, 2023**. Additional information about this requirement will be provided to the four finalists when they meet the District Task Force on January 11, 2023. The Regions are expected to provide technical assistance, if necessary, to help finalists with this State requirement.

Video Submission

The lesson chosen for the video submission should represent the nominee’s daily teaching practice.

Step 1 – Obtain signed parent consent forms prior to recording your video. If a student’s parents refuse to grant permission, please ensure that the student is seated out of the camera’s range and that his or her full name is not used in the video. Videos may be used for training selection committee members or may be featured on the Florida Department of Education website or similar sites and social media.

Step 2 – Prepare to record your video. Almost any type of camera can be used to film the lesson, including a digital camera, camcorder, flip cam or iPhone/iTouch. For nominees who are teaching remotely use the recording feature on the virtual platform being utilized.

Please keep in mind the following:

- Use a tripod, if possible.
- Keep the camera stationary at the side of the classroom instead of moving back and forth.
- Turn on all the lights and close the blinds.
- Close the classroom door and windows to minimize background noise.
- Repeat student responses to make them audible, if students speak in a soft voice.
- High-quality video recording is preferred. Some digital cameras have a limit on video length.

Test the camera before recording.

- An external microphone enhances the audio quality, but is not required.
- **Do NOT edit the video in anyway.** The submission must be continuous and unedited. If your recording appears to have been edited, the entire application will not be scored.
- **The recommended video length is between 20 – 30 minutes and must not exceed 35 minutes.**

Step 3 – Record and review your lesson. In order for a panelist to have sufficient information to perform an evaluation, please record:

1. The teacher's actions;
2. The majority of the students' actions; and
3. Clear audio of the teacher and students.

Note that the video must not exceed 35 minutes and cannot be edited in any way before submission.

The recording must be continuous and unedited. If your recording appears to have been edited, the entire application will not be scored.

Step 4 – Submit your video via YouTube link. Ensure the video is **unsubscribed and unlisted** on the privacy settings. You may work with your school and/or district's technology representative for assistance.

Creating a YouTube link:

1. Go to www.youtube.com.
2. Create a YouTube account by clicking "sign in" at the top right of the screen. You can use a Gmail account that you already have to create your account.

School Level Nomination Packet Checklist

Congratulations on your nomination as Teacher of the Year. It is a true honor to be selected as the representative from your school. The following information is provided to assist you in preparing your information packet. Please read this information carefully.

This page is provided to help you complete the nomination. It should **not** be submitted with your nomination packet.

- The application form should be completed and utilized as the cover. It should have signatures of the nominee, union steward and principal.
- The packet must utilize 1" margins (this includes the top, bottom, and the left and right sides of the pages).
- All responses must be typed utilizing a font not smaller than 11 point.
- Section I- **RESUME** (Limit response to two pages). This section may be single-spaced.
- Section II – **TEACHING PRACTICE** (Limit responses to the required number of words).
 1. Question 1 - **250 word limit**
 2. Question 2 - **500 word limit**
 3. Question 3 - **500 word limit**
 4. Question 4 - **500 word limit**
 5. Question 5 - **(1-2 minute video reflection) provide link**
- The nominating committee at the school level has provided a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its rationale for nominating the teacher.
- The school's principal has provided a signed letter (no more than one page, single-spaced) supporting the nomination.
- A parent (or student at the adult/vocational level) within the school community has provided a signed letter no more than one page, single-spaced.

Please email the original electronic packet to the Region.

No supplemental material will be accepted with the nomination packet.

Region Level Nomination Packet Checklist

Congratulations on your selection as one of four Teacher of the Year finalists. It is a true honor to be selected as the representative from your Region.

The following information is provided to assist you in preparing your information packet. Please read this information carefully. It should **not** be submitted with your nomination packet.

- The application form should be completed and utilized as the cover. It should have signatures of the nominee, union steward and principal.
- The packet must utilize 1" margins (this includes the top, bottom, and the left and right sides of the pages).
- All responses must be typed utilizing a font not smaller than 11 point.
- Section I- **RESUME** (Limit response to two pages). This section may be single-spaced.
- Section II- **TEACHING PRACTICE**
(Limit response to specified number of words).
 1. Question 1 - **250 word limit**
 2. Question 2 - **500 word limit**
 3. Question 3 - **500 word limit**
 4. Question 4 - **500 word limit**
 5. Question 5 - **(1-2 minute video reflection) provide link**
- Section III – **TEACHING PRACTICE for DISTRICT FINALISTS (see pages 12 and 13 for detailed instructions).**
- A copy of the lesson plan the finalist utilized during the committee’s observation.
- A one page, single-spaced letter of recommendation which may be from a colleague, a parent or former student, an administrator or a civic/community leader.
- The nominating committee at the school level has provided a letter (no more than one page, single-spaced) signed by the committee chairperson indicating its rationale for nominating the teacher.
- The school’s principal has provided a signed letter (one page, single-spaced) supporting the nomination.

Region Level Nomination Packet Checklist Continued

- A parent (or student at the adult/vocational level) within the school community has provided a signed one page, single-spaced letter.
- A one page, single-spaced memorandum of support from the nominating Region Superintendent must accompany the original packet.
- The list of names as well as titles of individuals serving on the Region Selection Committee.
- Submit as an email attachment a complete list of **ALL** the Teacher of the Year nominees from the Region in an **EXCEL spreadsheet format** that contains only three columns as follows: 1. PROPER FIRST NAME, 2. PROPER LAST NAME, and 3. PROPER SCHOOL NAME (as it would appear on a certificate, Example: Jane Austin- Wesley Matthews Elementary).

No supplemental material will be accepted with the nomination packet.

2024 Francisco R. Walker Teacher of the Year Deadlines & Important Dates

November 29, 2022	School-site nomination electronic packets due to the appropriate Region
December 22, 2022	Nomination electronic packet from Region must be emailed by 4:00 PM to: Dr. Kimberly Y. Davis, Kdavis2@dadeschools.net
January 11, 2023	Interviews of four District Finalists by the District Teacher of the Year Task Force
January 13, 2023	Section III. Teaching Practice for District Finalists and YouTube video link must be submitted to Dr. Kimberly Y. Davis, Kdavis2@dadeschools.net
January 18 & 19, 2023	Classroom observations of District Finalists by the District Teacher of the Year Task Force.
January 31, 2023	District Teacher of the Year Ceremony
February 14, 2023	District nomination packet due to Florida Department of Education Teacher of the Year