



## Important Dates to Remember

IPS Teacher of the Year 2019 Selection Process

**March 20, 2019:** Schools submit Building ToY

**April 15, 2019:** Nominees submit completed portfolios

**May 6, 2019:** Top Ten IPS finalists announced

**May 20, 2019:** ToY Awards Dinner; TOY announced

## General Guidelines

It is time to begin our process of selecting the Indianapolis Public Schools Teacher of the Year (ToY) for 2019. The program is an annual opportunity to define effective teaching, acknowledge excellent instruction and to reward the outstanding accomplishments of our educators. The district will select a group of ten finalists and from that group an IPS Teacher of the Year will be chosen. Please help make this program a significant recognition opportunity for our exceptional classroom teachers.

### General Guidelines for 2019

- Every school in the district will be required to select a building ToY candidate. Only educators displaying teaching excellence in Grades K-12 will be considered for the program.
  - In efforts to align our ToY selection process with that of the state, the 2019 IPS ToY will be selected in 2019 and serve during the 2019-2020 school year.
- Building personnel can decide their own selection criteria, within the guidelines of the state program. Principals will need to inform the district of your Building ToY by March 20, 2019.
- The IPS ToY program is patterned after the guidelines of the State and National Teacher of the Year programs. One candidate will be selected from IPS; he/she will serve as the representative of the excellent teachers across our district by engaging in public speaking, district advocacy and other leadership opportunities.
  - We expect our 2019 Teacher of the Year to be competitive at the state level. If the candidate places first at the state level, he/she will be forwarded as a candidate for the [national program](#)!
- The ToY program is a three-step process. All portfolios will be reviewed in April to identify our top ten finalists. The IPS ToY will be announced at the ToY Awards Dinner on May 20, 2019.

Sponsored by the IPS  
Human Resources Division

## Building Teacher of the Year Selection — Step One

The nomination procedure will allow every administrative site an opportunity to select a teacher to compete for IPS School District Teacher of the Year.

### Building-Level Selection Criteria

The IPS ToY will serve as the representative for every teacher within our district; displaying excellence in every aspect of their role. This individual should exemplify what exceptional teaching looks like within Indianapolis Public Schools and demonstrate a commitment to teaching and learning. To identify a strong representative, the selected teacher should:

- Be an exceptionally dedicated, knowledgeable and skilled teacher (Pre-K through 12th grade), who is planning to continue in an active teaching status for the 2019-2020 school year.
- Inspire students of all backgrounds and abilities to learn.
- Have the respect and admiration of students, parents and colleagues.
- Play an active and useful role in the community, as well as in the school.
- Be poised, articulate and able to withstand a taxing schedule.
- Demonstrate innovative 21st century skills and continuing professional growth.

### Administrative Selection Process

The method of selecting the nominee from each school site will be determined by the administration at each location. Please see below for potential selection processes.

### Suggestions for Framing, Nomination and Selection Processes

- Provide staff with guidance on criteria for ToY selection (listed above).
- Use a democratic process to select your nominee.
  - Teacher nomination ([click here for an example](#))
  - Identify most noted nominees (*for example, the top five nominated staff*)
  - Final staff vote
- Establish a selection committee.

## District Top Ten Finalist Selection — Step Two

The IPS ToY will serve as the representative for every teacher within our district; displaying excellence in every aspect of their role. This individual should demonstrate a commitment to teaching and learning and must be competitive with other teachers at the state and national levels.

### Portfolio Submission (All Building-Level ToY)

In order to be considered for the IPS Teacher of the Year, selected building-level teachers of the year will submit a portfolio highlighting their classroom and teaching accomplishments. **Portfolios are due April 15, 2019.** Portfolios will be assessed on their ability to comply with the established portfolio guidelines and show:

- Concern for individual students and ability to inspire exceptional learning.
- Ability to work effectively with a variety of groups throughout our community.
- Desire to stay knowledgeable of current and trending educational theories and practices.
- Examples of innovative instructional practices that inspired in the candidate's classroom.



## Portfolio Creation Guidelines

Portfolios that do not comply with the following guidelines will be disqualified during the review process:

- Must be submitted in digital format
  - Human Resources will provide additional information on how to submit the portfolio.
  - The digital copy will be sent to the Review Committee and to the Indiana Department of Education, if selected as the District Teacher of the Year.
- Include digital photo of applicant only
- May not exceed 22 pages
- Must be in a professional format with corresponding titles, headers and page numbers.
- Professional fonts, types and sizes are required
- Clear and organized information; documentation is easy to read and follow

Portfolio contents must be typed and presented in the following order:

1. **Basic Data Sheet** — *this section must:*
  - a. Be the Cover page of the application packet.
  - b. Be filled in completely and fit on one page.
  - c. Contain signatures of the school district superintendent, candidate and principal.
  - d. Be typed and scanned into the portfolio.
2. **Educational History and Professional Development** (Two-page limit, double-spaced)  
*beginning with the most recent, please list:*
  - a. Colleges/universities attended, including graduate studies.
  - b. Degrees earned and dates of attendance.
  - c. All Indiana licensures.
  - d. Teaching employment history (beginning with most recent).
  - e. Indicate time period, grade level and subject area.
  - f. Professional association memberships, offices held, service on committees, commissions, tasks forces, and other relevant activities.
  - g. Leadership activities in staff development and training of future teachers.
  - h. Include awards and other recognition.
3. **Student Engagement** (750-word limit, double-spaced)  
Describe a lesson or unit that defines you as a teacher. How did you engage all students in the learning, and how did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit?
4. **School Culture** (500-word limit, double-spaced)  
Describe a project or initiative you have been involved in that contributed to the improvement of overall school culture. What was your role, how did you involve others, and what is the state of the project today? Please include evidence of student impact.
5. **Community Learning** (500-word limit, double-spaced)  
How do you ensure that education transcends the classroom? Describe specific ways in which you connect your students and the community. Please include evidence of student impact.
6. **Education Issues and Trends** (500-word limit, double-spaced)  
What do you consider to be the major public education issues today? Address one issue in depth, outlining possible causes, effects and potential resolutions.



7. **Letters of Support** (One page, these letters of support do not need to be double-spaced)
  - a. Include one letter of support from each of the following:
    - i. Principal.
    - ii. Colleague, student/former student, parent or community leader.
  - b. Letters of support should be addressed to the Teacher of the Year Selection Committee.
  - c. Letters should contain an authentic signature from the supporter.
  - d. Letters must show evidence of personal knowledge of the teacher and an indication of the qualities that would qualify the candidate to be Indiana’s Teacher of the Year.
  - e. Scan and insert letters of support into this section of the portfolio.
  - f. Additional letters are not required but will be accepted; please include in the additional information section.

### IPS Teacher of the Year Selection — Step Three

The Top Ten IPS Finalists will submit supplemental artifacts to their portfolio, that illuminate who they are as an educator and what their message would be as the IPS Teacher of the Year. The additional portfolio artifacts will be assessed on established portfolio guidelines and showcase:

- The Finalist’s unique personality and style.
- Classroom and professional accomplishments.
- The impact they have made on their students, school and community.
- The Finalist’s vision for serving as the Indiana Teacher of the Year.

### Supplemental Portfolio Submission (Top Ten District Finalists Only)

Submissions that do not comply with the following guidelines will be disqualified during the review process:

- Must be submitted in digital format
  - Human Resources will provide additional information on how to submit the portfolio.
  - The digital copy will be sent to the Review Committee and to the Indiana Department of Education, if selected as the District Teacher of the Year.
- Include digital photo of applicant only
- May not exceed 7 pages total (refer to the specific length criteria below)
- Must be in a professional format with corresponding titles, headers and page numbers.
- Professional fonts, types and sizes are required
- Clear and organized information; documentation is easy to read and follow

Portfolio contents must be typed and presented in the following order:

1. **Indiana Teacher of the Year** (750-word, double-spaced)
 

As the 2019 Indiana Teacher of the Year, you would serve as a spokesperson and representative for teachers and students. What is your message? What will you communicate to your profession and to the public?

  - a. *Ensure the Indiana Teacher of the Year message impacts:*
    - i. Teachers, students, parents, legislators and educational organizations.
2. **Additional Information** (Four-page limit, pages do not need to be double-spaced)
 

We want to know more about what makes you a great educator! This is an additional opportunity to highlight your accomplishments and demonstrate the impact that you have on your students, school, and community.

  - a. *This section may include materials such as:*
    - i. Student or class data.
    - ii. News clippings.
    - iii. Published articles.



- iv. Innovative programs.
  - v. Classroom activities.
  - vi. Sample speech.
  - vii. Community projects.
  - viii. Photos.
  - ix. Any other information that you would like to share with the Screening & Selection Committees.
3. **Publicity Biography Paragraph** (*must be complete or application will be ineligible*). Limit the length of your biography to roughly 10 sentences in third person, double-spaced.
  4. **Special Attachment Headshot** (*must be complete or application will be ineligible*)  
JPEG format, 5 x 7 inches or larger

### **Classroom Observation (Top Ten District Finalists Only)**

The Teacher of the Year Selection Committee will conduct classroom observations of the Top Ten IPS Finalists. The committee will focus on identifying evidence that aligns with Domain 2 (Classroom Environment) and Domain 3 (Instruction) of the Danielson Teacher Evaluation Rubric.



## Teacher of the Year Candidate Basic Information Sheet

Candidate	
Name:	Home Phone:
Home Address:	Office Phone:
City, State, Zip:	Email Address:
Subject and Grade Level:	Total Number of Students:
Total Years of Experience	Years in Current Position
School Building Principal	
Name:	Phone:
School Name:	
School Address:	Email:
City, State, Zip:	Total Building Number of Students:
School District/Superintendent (State finalist only)	
Name:	Phone:
District Name: <b>Indianapolis Public Schools</b>	
District Address: <b>120 E. Walnut Street</b>	Superintendent Email
City, State, Zip: <b>Indianapolis, IN, 46204</b>	Total District Number of Students:

The superintendent acknowledges that the nominee submits this application with their approval. If the district candidate is selected as the 2019 Indiana Teacher of the Year, they are granted permission to be released from classroom responsibilities, when needed, during their year of recognition in order to fulfill the obligations associated with this honor. The district candidate also agrees to the state ToY roles and responsibilities if selected. We hereby give our permission that the materials herein may be shared with persons interested in promoting the Indiana Teacher of the Year program.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Candidate's Signature

