



COLORADO
Department of Education

REQUEST FOR APPLICATIONS

Applications Due: Wednesday, July 11, 2018, by 11:59 pm

2019 Colorado Teacher of the Year

For Program Questions:

Kim Burnham, Office of Competitive Grants and Awards
Burnham_K@cde.state.co.us | (303) 866-6916

Patricia Gleason, Office of Competitive Grants and Awards
Gleason_P@cde.state.co.us | (303) 866-6143

Additional information is available online at the Colorado Teacher of the Year webpage:
<http://www.cde.state.co.us/cdeawards/teacheroftheyear>

Note: The following paper version of the application is intended only as a reference document for instructions and grant application planning purposes.

Applications for Colorado Teacher of the Year will be submitted online at the link below.

[Application](http://www.surveymonkey.com/r/2019CTOY): www.surveymonkey.com/r/2019CTOY

Submissions of this version either in hard copy or electronically will not be accepted.

2019 Colorado Teacher of the Year

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Background

The Colorado Teacher of the Year Program is our state's oldest and most prestigious honors program which recognizes the contributions of the classroom teacher – the backbone of the American educational system. No one person has a greater impact on the education of a child than does the teacher who creates the primary learning and instructional environment. It is the mission of the National Teacher of the Year Program to honor our nation's greatest teachers while providing rigorous professional learning for teachers to be leaders and advocates.

Program Guidelines

The candidate must be a dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school, kindergarten through grade twelve, who is planning to continue in an active teaching status. (Supervisory and administrative responsibilities should be of secondary consideration.)

The Colorado Teacher of the Year candidate must have the respect and admiration of their colleagues and:

1. Is an expert in their field who guides students of all backgrounds and abilities to achieve excellence;
2. Collaborates with colleagues, students, and families to create a school culture of respect and success;
3. Deliberately connects the classroom and key stakeholders to foster a strong community at large;
4. Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning; and
5. Expresses themselves in an engaging and articulate way.

Duties and Responsibilities

Being named the Colorado Teacher of the Year is not only an award, but also an honor, and one that comes with an enormous responsibility: representing the entire teaching profession in Colorado.

The Colorado Teacher of the Year acts as:

- A liaison between the teaching community, Colorado Department of Education, school districts, and communities;
- An education ambassador to businesses, parents, service organizations, and media;
- A resource on the state of the profession to be available for workshops and conferences around the state; and
- An education leader involved in teacher forums and education reform and activities.

The Colorado Teacher of the Year is also expected to attend national events such as the National Teacher of the Year Ceremony. In addition, the Teacher of the Year attends education meetings, conferences, and workshops around the state.

Because the Teacher of the Year is invited to attend events and participate in speaking engagements during the year, they must be poised, articulate, and have the energy to make and withstand a busy schedule. Colorado's Teacher of the Year is also put forward as Colorado's nominee for the National Teacher of the Year competition, sponsored by the Council of Chief State School Officers in partnership with Voya Financial.

Selection Process

CDE conducts a rigorous selection process to validate the candidate's knowledge and skills in the classroom, as well as their dedication to the school, district, and community. A selection committee, composed of representatives from education and other organizations across the state, conducts a phased selection process.

The following table details each phase of the state selection process. Applications are due Wednesday, July 11, 2018, and the 2019 Colorado Teacher of the Year will be announced by November 2018.

Phase/Timeline	Description
I: Application (July 2018)	Each candidate submits an application containing biographical and professional information, brief essay responses on topics ranging from personal teaching philosophy to the issues facing education, and letters of endorsement. Applications will go through an initial screening process by the Colorado Department of Education staff to check for completeness and compliance with application requirements.
II: Review (By July 2018)	Applications are reviewed by a selection subcommittee using the evaluation rubric on pages 8-10. Applicants will be notified of the status of their application and semi-finalists will be announced following the subcommittee review. At least eighty points must be scored by the applicant to be considered for the interview phase.
III: Interview (August/September 2018)	A select pool of candidates is interviewed by the selection committee in Denver.
IV: Site Visit (September/October 2018)	Finalists may be visited/observed in their school setting by members of the Selection Committee.
V: Announcement (November 2018)	The 2019 Colorado Teacher of the Year will be announced by November 2018.
VI: National Teacher of the Year Application Submitted (November 2018)	The 2019 National Teacher of the Year Application will be submitted for national award consideration.

Application Submission and Format

Please ensure that answers are thoroughly checked for correct grammar and spelling.

- Applications will be submitted via [Survey Monkey](http://www.surveymonkey.com/r/2019CTOY) at: www.surveymonkey.com/r/2019CTOY
- Limit answers to the number of words requested in each question.
- Submit only the materials requested.

Electronic Submission

Due Wednesday, July 11, 2018, by 11:59 pm

Completed applications for Colorado Teacher of the Year must be submitted [online](http://www.surveymonkey.com/r/2019CTOY) at:
www.surveymonkey.com/r/2019CTOY

Application Format:

- I. Applicant Information
- II. Signatures **(must be uploaded as a .pdf file)**
- III. Supporting Materials
 - A. Résumé **(not to exceed two pages and must be uploaded as a .pdf file)**
 - B. Professional Biography and Publicity Photograph
 - C. Response Questions
 - D. Letters of Support **(three letters, not to exceed one page each and must be uploaded as a .pdf file)**
 - E. YouTube Link

2. A single image file:

- Publicity Photograph
5"x7", portrait orientation, in color, minimum 300 dpi **(must be uploaded as one of the following: .jpg, .png, or .pdf, not to exceed 1 MB in size, no zip files).**

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Within the online system, you will be asked to complete the following information:

Part I. Applicant Information *(to be completed within the online application)*

Full Name (Last, First) _____
Preferred Name _____
Work E-mail _____
Personal E-mail _____
Home Address _____
Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Phone number at which applicant can be reached during the summer break _____

Professional Social Media Presence (if applicable)

Twitter @ _____ Instagram @ _____
Facebook facebook.com/ _____ Blog _____
Website _____ Other _____

Professional Association Memberships NEA AFT
(write in all that apply) Other: _____
National Board Certified Teacher Yes No In Progress

School Profile (select one) Urban Suburban Rural
School Type (select one) Public Charter Other (please specify): _____
Number of Students in Applicant's: District _____ Building _____
Major Subject Area (If Any) _____ Grade Level _____

Total Years of Teaching Experience _____ Years in Current Position _____
Do you speak a language other than English fluently? _____
Last Day of School for 2017-2018 _____
First Day of School for 2018-2019 _____

Optional Demographic Information **(answers to this section are optional)**

Gender Female Male Prefer to Self-Describe: _____
Age 21-29 30-39 40-49 50-59 60+
Ethnicity White Black/African-American Native Hawaiian of Other Pacific Islander
 Asian American Indian/Alaskan Native Hispanic or Latino Decline to Answer

2019 Colorado Teacher of the Year

Part II. Signatures

Please print a copy of this page and obtain all signatures. Once complete, upload as a .pdf file when prompted within the online application.

APPLICANT SIGNATURE

I hereby give my permission that any or all of the attached materials may be shared with persons interested in promoting the Teacher of the Year Program. I also acknowledge that if selected as the Colorado Teacher of the Year, I will be released from classroom responsibilities for 10 days during the year of my recognition in order to fulfill the obligations inherent in the honor. If selected as the National Teacher of the Year, I will be released from classroom responsibilities during the year of my recognition in order to fulfill the obligations inherent in the honor.

Signature of Applicant _____ Date _____

SCHOOL/BUILDING PRINCIPAL

Name _____ Title _____

E-mail Address _____ Telephone _____

School Name _____

School Address _____

Street Address _____ City _____ State _____ Zip Code _____

I acknowledge that the applicant submits this application with my approval. If the applicant is selected as the Colorado Teacher of the Year, they will be provided 10 release days by the district. If the applicant is selected as the National Teacher of the Year, they will be released from classroom responsibilities during the year of recognition.

Signature of School Principal _____ Date _____

SCHOOL DISTRICT SUPERINTENDENT

Name _____ Title _____

E-mail Address _____ Telephone _____

District Name _____

I acknowledge that the applicant submits this application with my approval. If the applicant is selected as the Colorado Teacher of the Year, they will be provided 10 release days by the district. If the applicant is selected as the National Teacher of the Year, they will be released from classroom responsibilities during the year of recognition.

Signature of Superintendent _____ Date _____

Part III: Supporting Materials

You will be asked to [complete A-F in the online application](http://www.surveymonkey.com/r/2019CTOY) at: www.surveymonkey.com/r/2019CTOY. The attached evaluation rubric (pages 8-10) may be referenced to establish expectations for performance.

Please ensure that answers are thoroughly checked for correct grammar and spelling. **For the purposes of planning your responses, all provided text boxes below will expand as content is entered.**

A. Résumé

Upload a résumé (as a .pdf file) addressing the following categories. Keep résumé as simple as possible, with a maximum of two pages.

1. Education
2. Certifications
3. Experience
4. Leadership
5. Awards and Other Recognition

B. Professional Biography

Complete a professional biography in third person, as this will be used in promotional materials for speaking opportunities and engagements if selected as the Colorado Teacher of the Year. You will also need to upload a headshot (color, portrait orientation, 300 ppi, .jpg format).

By completing this section, you agree that your biography and headshot can be used in Colorado Teacher of the Year materials. (*maximum 250 words*)

C. Response Questions

Respond to the following five questions highlighting your personal story and why you believe you should be the Colorado Teacher of the Year. Do not include external links. Maximum word counts are indicated in parenthesis.

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (*maximum 750 words*)
2. Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you collaborate with others, and what is the status of this project today? Please include evidence of student impact. (*maximum 500 words*)
3. How do you ensure that education transcends the classroom? Describe specific ways in which you deliberately connect your students with the community. Please include evidence of student impact. (*maximum 500 words*)
4. What do you consider to be a major public education issue today? Describe how you demonstrate being a lifelong learner, leader, and innovator about this issue, both in and outside of the classroom walls. (*maximum 500 words*)
5. As the Colorado Teacher of the Year, you 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? (*maximum 750 words*)

D. Letters of Support

Include three (3) letters of support addressing why applicant should be the Colorado Teacher of the Year. At least

one (1) of the letters must be a recommendation from a parent, colleague, administrator, or student, and each letter should not exceed one page in length.

E. YouTube Video

Address the following question in a YouTube video that is no more than one minute long:

- What do you see as a critical national issue in education today and how would you address it?

Link to YouTube video:

Important: please ensure that your video link is not set to "Private".

F. Publicity Photograph

Upload a publicity photograph of the applicant (5"x7", portrait orientation, in color, minimum 300 dpi - acceptable file formats are .jpg, .png, or .pdf, not to exceed 1 MB in size, no zip files).

2019 Colorado Teacher of the Year Evaluation Rubric

(For CDE use only)

(Use this rubric only as a reference. Do not include with application. The following will be used by selection committee to evaluate applications)

Applicant: _____ **Reviewer:** _____ **Overall Score:** _____ /95 Points

A. Résumé

1. Education
 2. Certifications
 3. Experience
 4. Leadership
 5. Awards and Other Recognition
- (two page maximum)

0-2	3-6	7-10
<ul style="list-style-type: none"> • Does not establish sufficient evidence of the above categories. 	<ul style="list-style-type: none"> • Provides description of education, certifications, experience, leadership, and recognitions. 	<ul style="list-style-type: none"> • Provides clear evidence of education, certifications, experience, leadership, and recognitions supporting consideration for award.
Comments:		Score: _____ /10 Points

B. Professional Biography

Complete a professional biography in third person, as this will be used in promotional materials for speaking opportunities and engagements if selected as the Colorado Teacher of the Year. (maximum 250 words)

0-2	3-6	7-10
<ul style="list-style-type: none"> • Biography is not written in third person. • Provides limited evidence of being a compelling influence in education. 	<ul style="list-style-type: none"> • Biography is not written in third person. • Response is focused and provides some evidence of being an influence in education. 	<ul style="list-style-type: none"> • Biography is written in third person. • Provides compelling evidence of being an influence in education and anticipated area of focus as Colorado Teacher of the Year.
Comments:		Score: _____ /10 Points

C. Response Questions

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (maximum 750 words)

0-2	3-6	7-10
<ul style="list-style-type: none"> • Does not provide description of a lesson or unit defining them as a teacher. • Student engagement or impact is not addressed. • Does not indicate how beliefs are demonstrated in teaching style. 	<ul style="list-style-type: none"> • Limited or unclear description of lesson or unit defining them as a teacher. • Provides some evidence of student engagement and influence. • Indicates how teaching beliefs are demonstrated in teaching style. 	<ul style="list-style-type: none"> • Provides clear description of a lesson or unit that defines them as a teacher. • Provides strong evidence of student engagement and influence. • Clearly indicates how beliefs are demonstrated in teaching style.
Comments:		Score: _____ /10 Points

2. Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you collaborate with others, and what is the status of this project today? Please include evidence of student impact. (maximum 500 words)

0-4	5-9	10-15
<ul style="list-style-type: none"> • Description of project or initiative is missing or unclear. • Project or initiative did not contribute to school culture. 	<ul style="list-style-type: none"> • Provides a limited description of project or initiative. • Provides a limited description of how project or initiative contributed to the overall school culture. • Shows little evidence of student impact. 	<ul style="list-style-type: none"> • Provides clear description of project or initiative and their role/involvement in the project. • Clearly indicates how project or initiative contributed to the overall school culture and student impact. • Provides evidence of on-going nature of project.
Comments:		Score: /15 Points

3. How do you ensure that education transcends the classroom? Describe specific ways in which you deliberately connect your students with the community. Please include evidence of student impact. (maximum 500 words)

0-2	3-6	7-10
<ul style="list-style-type: none"> • Does not clearly address how the classroom is connected to the community. • Does not demonstrate student impact. 	<ul style="list-style-type: none"> • Provides some information and examples of how the classroom is connected to the community. • Limited evidence of student impact. 	<ul style="list-style-type: none"> • Clearly describes and provides examples of how the classroom is connected to the community. • Includes compelling evidence of student impact.
Comments:		Score: /10 Points

4. What do you consider to be a major public education issue today? Describe how you demonstrate being a lifelong learner, leader, and innovator about this issue, both in and outside of the classroom walls. (maximum 500 words)

0-4	5-9	10-15
<ul style="list-style-type: none"> • Outlines major education issue but lacks detail. • Does not describe how the issue is being addressed from the classroom. 	<ul style="list-style-type: none"> • Outlines major education issue with some detail. • Provides limited description of how the issue is being addressed from the classroom. 	<ul style="list-style-type: none"> • Outlines major issue in great detail. • Describes possible causes, effects, and resolutions. • Provides detailed and compelling description of how the issue is being addressed in the classroom.
Comments:		Score: /15 Points

5. As the Colorado Teacher of the Year, you 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? (maximum 750 words)

0-4	5-9	10-15
<ul style="list-style-type: none"> • Does not address relevant issues for the teaching profession. • Message is vague or unclear to profession and/or public. 	<ul style="list-style-type: none"> • Addresses an issue which is relevant to the teaching profession. • Message is generally understandable to the profession/general public. 	<ul style="list-style-type: none"> • Message is timely and of importance to the profession and the general public. • Message is presented in a coherent and convincing manner.
Comments:		Score: /15 Points

D. Letters of Support

Include three letters of support addressing why applicant should be the Colorado Teacher of the Year. At least one of the letters must be a recommendation from a parent, colleague, administrator, or student, and each letter should not exceed one page in length. (One page per letter/three pages total)

0-1	2-3	4-5
<ul style="list-style-type: none"> Does not include letters of support. 	<ul style="list-style-type: none"> Information across the three references generally supports consideration of applicant for this award. 	<ul style="list-style-type: none"> Letters provide convincing evidence to support consideration of applicant for this award.
Comments:		Score: /5 Points

E. YouTube Video

Address the following question in a YouTube video that is no more than one minute long.

- What do you see as a critical national issue in education today and how would you address it?

0	1-2	3
<ul style="list-style-type: none"> Does not provide YouTube video, or does not provide accessible/legible link. 	<ul style="list-style-type: none"> Provides YouTube video but does not address a national trend or subject matter is not relevant. 	<ul style="list-style-type: none"> Provides YouTube video addressing a current and relevant national trend. Video provides compelling evidence of applicant's speaking ability.
Comments:		Score: /3 Points

F. Publicity Photograph

Include a publicity photograph of the applicant (5"x7", portrait orientation, in color, minimum 300 dpi - acceptable file formats are .jpg, .png, or .pdf, not to exceed 1 MB in size, no zip files).

0	2
<ul style="list-style-type: none"> Does not provide publicity photograph. 	<ul style="list-style-type: none"> Provides publicity photograph.
Comments:	
Score: /2 Points	

General Comments/Evidence Supporting Reviewer Evaluation:

2019 Colorado Teacher of the Year

Application Checklist

(Use this page only as a reference. Do not include with application.)

Does the application include:	Yes	No
Uploaded signatures from applicant, principal, and superintendent?	<input type="checkbox"/>	<input type="checkbox"/>
Uploaded a résumé that does not exceed two pages?	<input type="checkbox"/>	<input type="checkbox"/>
Questions answered within the specified maximum word counts?	<input type="checkbox"/>	<input type="checkbox"/>
Uploaded three letters of support?	<input type="checkbox"/>	<input type="checkbox"/>
Included a YouTube video link that is public and with an accessible and legible URL?	<input type="checkbox"/>	<input type="checkbox"/>
Uploaded a publicity photograph in color, suitable for publicity purposes, in one of the preferred file formats, and within the specified dimension requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Has someone other than the applicant proofread your responses for clarity, grammar, spelling, and typos?	<input type="checkbox"/>	<input type="checkbox"/>

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