



Michigan Teacher of the Year Program Guidelines 2012-2013

The Michigan Teacher of the Year (MTOY) Program recognizes the great contribution teachers make to the state and to the learning community. The program recognizes and honors **teacher excellence**. It does not attempt to select the “best” teacher; rather, to identify, from among many outstanding teachers, one teacher to serve as a visible and vocal representative of what is best in the profession.

The program is sponsored by: the Michigan Department of Education (MDE), the State Board of Education (SBE), and MEEMIC Insurance Company. The National Teacher of the Year Program, sponsored by the ING Foundation and Target, is a project of the Council of Chief State School Officers (CCSSO), in partnership with the University of Phoenix Foundation and People to People Ambassador Programs.

The MTOY program provides a teacher with a tremendous opportunity for personal growth and professional influence on education policy, student learning, and teacher professional development. The MTOY meets with policymakers, educators, parents, students, and citizen groups, sharing a passion for teaching and a vision for learning and schools. The MTOY participates in the National Teacher of the Year activities including a national conference in Dallas, Texas, announcement of the NTOY in Washington, D.C., and Space Camp in Huntsville, Alabama. Funding for the trip to Dallas and Washington, D.C. must be secured by private sponsorships. Space Camp costs are covered by CCSSO.

The selection of the Michigan Teacher of the Year also brings great recognition to the teacher’s school system. A financial award is presented to the school by MEEMIC Insurance Company. Many gifts are presented for the teacher’s use in the classroom including a classroom technology package from SMART Technologies. Professional development is provided to the teacher who can then bring that new learning to other teachers in the district.

Purpose of the MTOY Award

- To recognize excellence in the teaching profession.
- To provide opportunities for the MTOY to interact with policymakers.
- To provide a public voice/spokesperson for the teaching profession.
- To focus public attention on the importance of teachers.

Criteria

The successful MTOY candidate:

- is an exceptionally dedicated, knowledgeable, and skilled teacher in a Michigan school, pre-kindergarten through grade 12;
- plans to continue in an **active** teaching status. Supervisory and administrative responsibilities should be of secondary consideration;
- spends a minimum of 50% of her/his time teaching students;
- inspires students of all backgrounds and abilities to learn;
- has the respect and admiration of students, parents, and colleagues;
- plays an active and useful role in the community, as well as in the school district;
- is poised and articulate;
- has the energy to withstand a busy schedule;
- must be a highly qualified teacher in the grade/subject they are teaching as defined through the No Child Left Behind Act;
- must be in good standing with her/his district;
- has a minimum of five years of successful teaching experience.

Responsibilities

The MTOY will serve as the voice for Michigan teachers. The MTOY will travel across the state and nation, meeting with policy makers, educators, parents, students, and citizen groups. The MTOY is often asked to speak at education conferences. The MTOY participates in a non-voting capacity at monthly State Board of Education meetings.

The MTOY participates in the National Teacher of the Year (NTOY) activities including a national conference in Dallas, Texas; announcement of the NTOY in Washington, D.C.; and Space Camp in Huntsville, Alabama. The MTOY participates in up to three MEEMIC-sponsored events.

For further details regarding MTOY duties, please read the **MTOY position description** at www.michigan.gov/mtoy.

Cost Responsibilities

The MTOY remains as a full time employee in her/his district. Districts may opt to provide the teacher with an adjusted teaching schedule to accommodate the extra expectations from both the district and state levels that are associated with the role of MTOY. This is a decision to be made at the district level. The MDE will reimburse the district for substitute teacher costs when the MTOY attends events required by the MDE or State Board of Education.

MEEMIC Insurance Company will provide an automobile for the MTOY during the school year. The MTOY will need to complete form 1099 for tax purposes for the use of the car and will be responsible to insure the car. MEEMIC will provide a cash award to the MTOY's school to be used for educational purposes, not for the MTOY's travel expenses. The MTOY will receive a briefcase and several items of MEEMIC-branded apparel.

Timeline

The MTOY timeline can be accessed on the MDE website.

1. Access www.michigan.gov/mtoy
2. Click on the MTOY Timeline link

Nominations

ONLINE: Nominations may be submitted online via the MDE website. Colleagues, administrators, board members, parents, students, education-related organizations such as the PTO, and other community members may submit online nominations for teachers who are in good standing with their district/employer. The teacher must be a Highly Qualified Teacher as defined in the No Child Left Behind Act. To nominate a teacher online:

1. Access www.michigan.gov/mtoy
2. Click on the Online Nomination Form link
3. Complete the form online
4. Click the "submit" button

Highly Qualified Teachers who are in good standing with their district/employer, who are nominated online, will receive an invitation from the Superintendent of Public Instruction to apply for the MTOY position. District superintendents receive a copy of this letter.

Questions regarding the online nomination form may be addressed to: Ms. Barbara Fardell, fardellb@michigan.gov.

DISTRICT NOMINEE: Many districts have a process for recognizing a District Teacher of the Year. This is an acceptable option for submitting a candidate for regional consideration. The District Teacher of the Year should complete the MTOY application and submit it, with the endorsement of the district superintendent and building principal, to the regional coordinator by the date specified in the program time line.

It is strongly recommended that a superintendent endorse only one nominee from the district.

Questions regarding the nomination process may be addressed to: Ms. Barbara Fardell, fardellb@michigan.gov.

District recognition of nominated teachers

Recognition of the district's nominated teachers by the local school board at a regularly scheduled board meeting is one way to extend the community's thanks for the contributions teachers make every day.

Application

The MTOY application is available on the MDE website.

1. Access www.michigan.gov/mtoy
2. Click on the MTOY Application link
3. Print the form

NOTE: Completed applications are to be submitted to the regional coordinator, **NOT** the Michigan Department of Education. A list of regional coordinators with mailing addresses is available at www.michigan.gov/mtoy.

Checklist for Submitting a Complete Michigan Teacher of the Year Application

Include:

- _____ All requested information
- _____ Signature of the applicant
- _____ Signature of the applicant's principal
- _____ Signature of the applicant's superintendent
- _____ The number of pages requested in each section with type font no smaller than 10 point, and with margins no smaller than 1 inch (top, bottom, sides). **Only the number of pages requested will be accepted.** Any additional pages will not be presented to the Selection Committee.
- _____ One 5" x 7" color, glossy head shot photograph
- _____ Section I, pages 1 and 2, must be submitted on the form provided. Sections II-IX may be produced in the prescribed format using a word-processing program. **The sections and pages should be numbered. The appropriate heading and question should be provided at the top of the first page of each section.**
- _____ A clean, clear original should be submitted along with **ten** photocopies. Staples and paperclips are acceptable. Please do not use folders, notebooks, or report covers. The applicant should keep a copy of the application. The submitted application packets will not be returned.
- _____ Before mailing the completed application packets, please make sure you have the components in the following order:
 - 1. Application (I-IX)
 - 2. Letters of support
 - 3. Photograph

The original application and ten copies should be postmarked and sent to the **Regional Coordinator** by **December 12, 2011**.

Selection Process

Applications must be forwarded to the appropriate Regional Coordinator. A listing of Regional Coordinators may be accessed on the MDE website.

1. Access www.michigan.gov/mtoy
2. Click on the Regions and Coordinators link

The Regional Coordinator:

- Collects the MTOY applications for her/his region.
- Convenes a review panel that selects three applicants to forward to MDE.
- Forwards a full portfolio (**one original and 10 photocopies**) for each of the three top regional MTOY applicants to:

Ms. Barbara Fardell
MDE
P.O. Box 30008
Lansing, MI 48909

- Due date for top three regional applicants to the MDE is March 2, 2012.

State Level

Applications from the regional level finalists are read and rated by a panel of reviewers. The top four portfolios move to the next level of review.

A selection panel, consisting of four to seven members, interviews the top four applicants and selects the MTOY. The selection panel may be chosen from the following groups: MDE, SBE, Legislature, school administrators, education associations/organizations, veteran MTOYs, or community members. Members of the panel should not include teachers who might be eligible for the award in the future, relatives of an applicant, or colleagues of an applicant. The selection panel forwards its recommendation for the position of MTOY to the Superintendent of Public Instruction for final approval.

The state level finalists will be notified of the final selection in May.

Recognition of state level finalists

The state level finalists will be notified via telephone regarding the selection of the educator who will be the MTOY. A news release announcing the state level finalists and MTOY will be issued by the MDE. The MTOY, state level finalists, and other recognized Michigan educators will be honored at a State Board of Education meeting. MEEMIC Insurance Company provides a cash award to the state level finalists' schools to be used for educational purposes within the school.