2019-2020 Michigan Teacher of the Year
Part B Application Instructions

Style formatting is the same as Part A, with responses double-spaced and in either 11- or 12-point Arial or Verdana font. Each written response to a prompt should be started on a new page contained within a single document, saved as a PDF. Please save each component as a separate file, labeled as specified below.

Please submit your completed application to mtoy@michigan.gov by 11:59 p.m. on Friday, February 22, 2019. Please note, an email will be sent verifying that all components have been received once the MTOY program coordinator has manually opened each submitted document, and this will constitute formal acceptance of your Part B application. If you have any questions, please contact MTOY Coordinator Joshua Roesner at mtoy@michigan.gov or 517-335-5236.

1. **Written Responses:** PDF titled: "YourNamePartB." Links to Google Drive or other cloud-based document services will not be accepted for any component.

2. **Professional Portrait:** Submit a portrait-style photo (that is, of your shoulders and head) suitable for publicity purposes (Image should be at least 2 megabytes in size). File should be named "LastNamePortrait" and saved as a .jpg, if possible. This photo will be shared with media should you be named a Regional Teacher of the Year.

3. **Professional Biography**: Submit a two-paragraph biography, written in the third person, which answers the following questions:
   o Your current title and how long you've held that title.
   o The name of the school you currently work in, and how long you have worked in that school, and how many years you've been teaching in total.
   o What organizations you are active in (including any current or past leadership roles you have held, can be educational or other community organizations)
   o Any other information you believe is relevant for people to know about you.

   Please save your completed biography as "LastNameBiography" in PDF format. This biography will be shared with media should you be named a Regional Teacher of the Year.

Application Part B Written Response Prompts

Please answer the following prompts, using no more than 2 pages for each (unless otherwise noted).

I.   Who is the most challenging student you have taught during your career? Describe what made this student so challenging to teach and discuss what strategy or strategies you used to assist this student so that they could reach their learning potential.

II. Discuss how you utilize data in evaluating your own effectiveness as an educator. In your response, share what means you use to collect this data and why you feel it is useful to collect the data that you do. Please include a copy of the most recent data set you collected (redacting identifying student information as necessary) and reference it in your response. Any data sets you provide will not count toward the two-page response limit.

III. Describe a project or program you took an active leadership role in that addressed a need or needs of your students. Describe what your role in the project/program is/was, how you came to become involved in this project/program, how you involved other members of your school community, and what need or needs of your students were met by this project/program.

IV. How would you rate the overall diversity of Michigan's teacher workforce? (Please use strong, somewhat strong, somewhat weak, or weak in answering.) Specify why you assigned the rating you did and discuss how you see the diversity of a school's teacher workforce affecting the students they serve. Also, describe the approach you believe the state department of education should take in recruiting future educators to ensure students are best served by their teachers.