

**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635**

**MAY - 7 2012**

MEMORANDUM FOR AREA DIRECTORS  
AREA DEPUTY DIRECTORS, CIA  
DISTRICT SUPERINTENDENTS  
PRINCIPALS  
AREA COMMUNICATIONS SPECIALISTS

SUBJECT: 2013 National Teacher of the Year Recognition Program

The Department of Defense Education Activity (DoDEA) has been invited by the Council of Chief State School Officers to participate in the National Teacher of the Year Program. The mission of this program is to recognize and honor exemplary PreK through grade 12 teachers. DoDEA's intent is that **every** teacher that is nominated be invited to complete the application process. This tiered process begins at the school level and ends at the national selection panel. As the Point of Contact (POC) for principals, **superintendents** should ensure every principal has this information and **principals**, who are the POCs for teachers, should ensure every teacher has this information.

**School**

- A peer, administrator, parent, or student may nominate a teacher by writing a letter to the teacher's principal explaining why that teacher should be Teacher of the Year (**Attachment 1**): DoDEA Nomination Process for Teacher of the Year). Self-nomination is not an option.
- All nominated teachers are given the DoDEA Application for the 2013 District Teacher of the Year (**Attachment 2**). The principal/designee sends completed pdf applications with the principal's endorsement and the letters(s) of nomination to the District Superintendent/designee on or before **June 1, 2012**; or as determined by your District Superintendent's office.

**District and Area**

- The District Superintendent/designee constructs a panel (comprised of stakeholders including administrator, educator, union representative, parent, community member, and student where appropriate and feasible). The panel members conduct telephone interviews with the top candidates.
- The panel selects one teacher to be the District Teacher of the Year. This process should be completed before the close of school, if possible.
- The District Superintendent/designee provides the Area Director; Area Deputy Directors, CIA; Area Assistant Deputy Directors, CIA; DoDEA Director; Principal Deputy Director and Associate Director for Education; and the DoDEA State Coordinator the name, school, and grade level or subject area of their district Teacher of the Year.

- The Area Director and District Superintendent notify the District Teacher of the Year.

### DoDEA

- The DoDEA State Coordinator provides assistance to the district Teachers of the Year during the summer months as they complete the 2012 DoDEA/National application (**Attachment 3**).
- Additional information is included in DoDEA/National Honors, Responsibilities, Timeline, and Checklist (**Attachment 4**).
- On or before **September 26, 2012**, the application package from the District Teacher of the Year must be sent to the DoDEA State Coordinator, via Dr. Deborah Donnelly, Chief Professional Development Branch.
- A panel will convene in early October to select, from district nominees, the 2013 DoDEA State Teacher of the Year.
- The DoDEA State Coordinator sends the DoDEA State Teacher of the Year's application to the National Teacher of the Year Office to compete for the National Teacher of the Year.

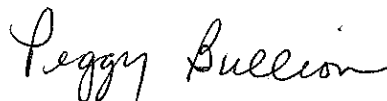
### National Level

The DoDEA State Teacher of the Year's application and all other State Teachers of the Year applications are reviewed by the national panel. The top five candidates are interviewed and the National Teacher of the Year is selected.

**Please provide the widest possible distribution of the information regarding the nomination process. Suggestions for dissemination include school and teacher bulletins, newsletters, announcements at SAC and PTSA meetings and support from the Communications Office. All documents for teacher, stakeholders, administrators and District Superintendent's Office are located on the DoDEA website at <http://www.dodea.edu/teachers/toy.cfm>.**

The 2012 DoDEA Teacher of the Year and National finalist, Angela Wilson, brings recognition and honor to DoDEA and the teaching profession. She will continue to be involved in representing teachers and being their voice at activities until the next DoDEA Teacher of the Year assumes responsibility in January 2013.

Please address questions or concerns to Dr. Deborah Donnelly via telephone at 703-588-3141 or [deborah.donnelly@hq.dodea.edu](mailto:deborah.donnelly@hq.dodea.edu).



Peggy Bullion  
Chief of Curriculum, DoDEA

Attachment  
As stated

## Teacher of the Year Nomination Process

### WHO?

1. Teachers must be nominated in writing by a peer, administrator, parent, or student. Letters of nomination should be submitted to the nominee's principal.

### WHY?

1. It is good for the teacher and aligned with the DoDEA Community Strategic Plan. Recognition boosts morale among teachers and supports the encouragement of teachers to further promote student academic achievement.
2. It is good for the students and parents. Students feel pride and joy when a teacher they know and respect is publicly recognized.
3. It is good for the school and faculty. Colleagues nominated for Teacher of the Year increase respect for a school and its staff.
4. It is good for the school district. Enhanced community prestige and community pride directly contribute to improved expectations, support for schools, and student learning.
5. It is good for the profession. The Teacher of the Year nominees are among the best spokespersons the profession can put forth. Their expertise provides evidence of success in education. Each nominee represents hundreds of educators in sending the message about the work and dedication of America's teachers.
6. It is good for the community. The Teacher of the Year provides society the opportunity to recognize the importance of formal learning and to reconfirm its respect and debt to teachers of the past, present, and future.
7. It is good for DoDEA. Recognition of our outstanding educators promotes talent, excellence, and showcases the exemplary efforts of our teachers.

### WHEN?

Letters of nomination will be accepted May through June 1, 2012, or as determined by your District Superintendent's Office (DSO).

### HOW?

Nominate a great teacher by writing a letter (**no more than one type-written page**) to the principal of the teacher's school. Please include the following:

- Name of the teacher you are nominating, with name and address of school.
- Your relationship to the teacher (peer, parent, student, community leader, etc).
- Reasons why this teacher deserves to be nominated, including evidence of student achievement.
- Your names, address, duty station, and phone number.

## **CRITERIA?**

A DoDEA Teacher of the Year **must**:

- Be a full-time, U.S. certified teacher in the DoDEA School.
- NOT have been selected as a Teacher of the Year during the previous 3 years.
- Have completed three years of successful teaching in DoDEA.

## District Teacher of the Year Application

Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade/Position: \_\_\_\_\_

Telephone: Duty \_\_\_\_\_  
Home \_\_\_\_\_

Please respond in writing to the following three questions. Each response should be no more than one double-spaced typewritten page. After completion, please submit to your principal for endorsement. Upon receiving endorsement, applications will be forwarded to your district superintendent for consideration. Please attach this cover sheet to your written responses. Also attach your letter of nomination.

**Question 1: What are your skills as a teacher leader? Describe the leadership roles you have assumed as an educator.**

**Question 2: How have curriculum standards influenced your teaching practices?**

**Question 3: If you were selected as a national spokesperson representing the teaching profession, what would be your platform?**

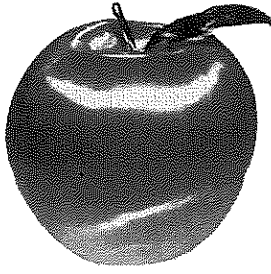
I endorse the application of the candidate for 2011 District Teacher of the Year.

*Signature:*

\_\_\_\_\_

Principal

ATTACHMENT 2



# 2013 NATIONAL TEACHER OF THE YEAR PROGRAM

## I. General Information/Signatures

Nominee Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ ( )  
City State Zip Code Telephone

Social Security # \_\_\_\_\_ - - Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email Address(es) \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_ ( )  
City State Zip Code Telephone  
School Profile (check one):      ~ Urban      ~ Suburban      ~ Rural

Number of Students in Nominee's:      District \_\_\_\_\_ Building \_\_\_\_\_

Major Subject Area (if any) \_\_\_\_\_ Grade Level \_\_\_\_\_

Total Years of Teaching Experience \_\_\_\_\_ Years in Present Position \_\_\_\_\_



**I hereby give my permission that any or all of the attached materials (other than home address, telephone, SS# and DOB) may be shared with persons interested in promoting the National Teacher of the Year Program. I also acknowledge that if selected as the 2013 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 Candidate \_\_\_\_\_ Date \_\_\_\_\_

ATTACHMENT 3



(Section I. continued - General Information/Signatures)

**SCHOOL/BUILDING PRINCIPAL**

Name \_\_\_\_\_ Title \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code Telephone ( )

**I acknowledge that the nominee submits this application with my approval. If the nominee is selected as the 2013 National Teacher of the Year, he or she will be released from classroom responsibilities during the year of recognition.**

Signature of School Principal \_\_\_\_\_ Date \_\_\_\_\_

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**SCHOOL DISTRICT SUPERINTENDENT**

Name \_\_\_\_\_ Title \_\_\_\_\_

District Name/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City State Zip Code Telephone ( )

**I acknowledge that the nominee submits this application with my approval. If the nominee is selected as the 2013 National Teacher of the Year he or she will be released from classroom responsibilities during the year of recognition.**

Signature of District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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**STATE TEACHER OF THE YEAR PROGRAM COORDINATOR**

Name Dr. Deborah Donnelly Title Chief, Professional Development Branch

Agency Department of Defense Education Activity (DoDEA)

Address 4040 N. Fairfax Dr.

Arlington VA 22203-1634 (703) 588-3141  
City State Zip Code Telephone

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. Educational History and Professional Development Activities - (two double-spaced pages)**

- A. Beginning with most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- B. Beginning with most recent, list teaching employment history indicating time period, grade level and subject area.
- C. Beginning with most recent, list professional association memberships including information regarding offices held and other relevant activities.
- D. Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- E. Beginning with the most recent, list awards and other recognition of your teaching.



**(Section II. continued - Educational History and Professional Development Activities)**

**III. Professional Biography - (two double-spaced pages)**

- A. What were the factors that influenced you to become a teacher? Describe what you consider to be your greatest contributions and accomplishments in education.

(Section III. continued - Professional Biography)

**IV. Community Involvement - (one double-spaced page)**

- A. Describe your commitment to your community through service-oriented activities such as volunteer work, civic responsibilities and other group activities.

**V. Philosophy of Teaching** - (two double-spaced pages)

- A. Describe your personal feelings and beliefs about teaching, including your own ideas of what makes you an outstanding teacher. Describe the rewards you find in teaching.
- B. How are your beliefs about teaching demonstrated in your personal teaching style?

(Section V. continued - Philosophy of Teaching)

**VI. Education Issues and Trends - (two double-spaced pages)**

- A. What do you consider to be the major public education issues today?  
Address **one** in depth, outlining possible causes, effects and resolutions.

**(Section VI. continued - Education Issues and Trends)**



**VII. The Teaching Profession - (two double-spaced pages)**

- A. What do you do to strengthen and improve the teaching profession?
- B. What is and/or what should be the basis for accountability in the teaching profession?

**(Section VII. continued - The Teaching Profession)**

**VIII. National Teacher of the Year - (one double-spaced page)**

- A. As the 2013 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message? What would you communicate to your profession and to the general public?

**IX. Letters of Support** - (limit of three letters, each a MAXIMUM of ONE PAGE)

Include **three** letters of support from any of the following: superintendent, principal, administrator, colleague, student/former student, parent, or civic leader.

**X. Publicity Photograph**

Include with the application package a photograph of the candidate, either hard copy or sent in electronic file form, suitable for publicity purposes. A 5" x 7" head shot in color is preferred.

# DoDEA/National Honors, Responsibilities, Timeline, and Checklist

## *Purpose*

The purpose of the DoDEA Teacher of the Year Program is to recognize and promote excellence in education.

## *Responsibilities of the DoDEA Teacher of the Year*

- \* To take an active role in educational leadership.
- \* To build a network of talented educators that can help guide educational policy and practice.
- \* To serve as an advocate for our profession.
- \* To serve as a liaison between our geographically diverse schools and DoDEA leadership.
- \* To make public appearances on behalf of his/her home district, area, and/or the system.

## *District Teacher of the Year Honors and Awards*

- \* Personal congratulations by the Director of DoDEA.
- \* Certificate or commemorative plaque or trophy.
- \* Participation in the DoDEA Teacher of the Year Forum.
- \* District recognition through local newspaper, American Forces Network (AFN), reception, monetary award, attendance at a national conference, etc. **Awards vary by district.**

## *DoDEA Teacher of the Year Honors and Awards*

- \* Personal congratulations by the Director of DoDEA.
- \* Certificate or commemorative plaque or trophy.
- \* Participation in the DoDEA Teacher of the Year Forum (Year 1 as a participant; Year 2 as chairperson/facilitator).
- \* Attendance at the National Teacher of the Year Program Conference.
- \* Attendance at a national conference of choice.
- \* Attendance at a White House reception to be recognized by the President of the United States and Secretary of Education.
- \* Participation in the International Space Camp, Huntsville, Alabama.
- \* Second semester release from classroom duties to represent DoDEA system-wide.
- \* Cash award.

ATTACHMENT 4

## *Eligibility and Criteria for Selection*

*A Teacher of the Year must* (1) be a full-time, U. S. certified teacher in a DoDEA school, (2) NOT have been selected as a Teacher of the Year for the previous three years, and (3) have completed three years of successful teaching in DoDEA. Note: If a District Teacher of the Year retires, leaves the system, or assumes an administrative position, the district runner-up will then assume the role of District Teacher of the Year.

### *Teachers of the Year should*

- \* Inspire students of all backgrounds and abilities to learn.
- \* Have the respect and admiration of student, parents, and colleagues.
- \* Play an active role in the community as well as the school.
- \* Be poised and articulate with excellent written and oral skills.
- \* Be able to provide presentations and workshops to diverse audiences in his or her area of expertise.
- \* Possess the energy to withstand a busy schedule.

<b>TIMELINE</b>	
May 2012	Nomination information and Teacher of the Year applications are sent to Area/District Offices.
May 2012	Nominations sought in local communities.
<b>On or before June 1, 2012</b>	<b>Applications for District Teacher of the Year due at DSO.</b>
June 20, 2012	District Teacher of the Year selected by district panel based on written application and telephone interview.
On or before September 12, 2012	Applications for DoDEA/National Teacher of the Year due in district offices, including photo and DVD for endorsement.
<b>On or before September 26, 2012</b>	<b>Application package of district Teacher of the Year, including photo and DVD due at DoDEA HQ.</b>
October 15, 2012	DoDEA selection panel meets to review written applications and conduct interviews with top candidates by telephone.
On or before October 15, 2012	Announcement of 2012 DoDEA Teacher of the Year.
On or before October 15, 2012	The name, subject area, grade level, school and city or candidate must be provided to the National Teacher of the Year by phone, letter, fax, or electronic mail.
On or before November 2, 2012	The DoDEA State Coordinator submits the DoDEA Teacher of the Year's complete official application package to the National Teacher of the Year Program Office.
January 2013	National selection committee announces four finalists.
March 2013	Four finalists meet with national selection committee in a variety of situations, including individual interviews for a 3-day period.
April 2013	2012 National Teacher of the Year announced and honored in Washington, DC at the White House.

SY 12-13	Recognition and professional development opportunities
<b>DoDEA/National Application Package Checklist</b>	
	Include <b>three (3)</b> letters of support from any of the following: Superintendent, principal, administrator, colleague, student/former student, parent, or civic leader.
	Signatures of the candidate, principal, and district superintendent.
	Required essays meet established format with outline form and topic at the top of the first page of each section.
	Sections and pages numbered.
	<b><u>Answers limited to requested number of pages requested in each section</u></b> (you will not be penalized for a shorter answer, but you will be disqualified if you submit more pages than requested).
	Essay responses double-spaced.
	Type/font size no smaller than <b>10 point</b> , standard margins of no less than $\frac{3}{4}$ inch.
	Application on white paper to ensure clear, high-quality reproduction
	Three letters of support (each no more than one page in length).
	<b><u>One photograph</u></b> , either hard copy or electronic, suitable for publicity purposes (5" x 7" head shot in color is preferred).
	<b>Section 1 (pages 1-2) must be submitted on the form provided. Sections II-VIII</b> may be produced using your word processing system but please adhere to the format established in the application. <b><u>Number the sections and the pages.</u></b>
	National ToY message video presentation; 3-5 minutes.

Application packages are due to the DoDEA State Teacher of the Year via Dr. Deborah Donnelly, **September 26, 2012**. Please send to the following address:

Department of Defense Education Activity  
Professional Development Branch  
ATTN: Dr. Deborah Donnelly  
4040 North Fairfax Drive  
Arlington, Virginia 22203