2024
California Teachers of the Year
Online Application Training

WEDNESDAY, JUNE 7, 2023

(UPDATES MADE IN RED ON 6/8/23)

California Department of Education
Communications Division
Awards Unit
June 2023

Overview of Today's Training

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California Teachers of the Year Program Overview

A component of the California School Recognition Program (CSRP), the California Teachers of the Year (CA TOY) Program highlights educational innovation, student learning, and the rewards of teaching. The purpose of the CA TOY Program is to honor the teaching profession and to heighten interest in teaching as a career. The program affords the opportunity to bring attention to teachers who successfully employ strategies to increase academic success and narrow the achievement gap among a range of students. Further, the program attracts public attention to the positive aspects of our educational system. Teacher quality and recruitment as well as retention ranks high on every educational agenda in the state.

Program Goals (1)

- Identify and honor exemplary and highly qualified teachers throughout California within a structure of local, regional, and statewide recognition activities.

- Make the application process accessible to all teachers in California.

- Encourage the participation of teachers in local and county selection processes who reflect the rich diversity of their students.

- Increase the participation of small or underrepresented counties.

Program Goals (2)

- Select articulate teachers to serve as California TOYs who will effectively represent the state's teachers; motivate and inspire other educators; and champion the positive contributions of the teaching profession.

- Identify one teacher to represent California in the National Teacher of the Year Program.

- Information about the California TOY duties and responsibilities can be found on the CDE California Teachers of the Year Duties web page at https://www.cde.ca.gov/ta/sr/ct/duties.asp.

Eligibility Criteria (1)

The California Department of Education (CDE) invites county offices of education (COEs), school districts, charter schools, professional organizations, and private schools statewide to participate in the TOY Program for 2024.

To be eligible for the California TOY Program, applicants must:

- Be fully credentialed teachers currently employed to teach any pre-kindergarten through grade twelve curriculum to children or adults.

Eligibility Criteria (2)

- Have completed eight years of teaching at the time of the application submitted at the local level.

- Be employed full-time, or as long-term substitutes in public or private schools. Applicants may be assigned some administrative duties if teaching is the primary responsibility.

- Have demonstrated leadership and innovation in and outside of the classroom walls that embodies lifelong learning.

- Have expressed themselves in an engaging and articulate way.

- Have been named as a finalist in their local or county competition.

- Be available to fulfill ambassadorial duties during the year of service and be supported by their employer.

Great Teacher Qualities

- Models a belief in the equity of all students.

- Creates an environment that assures success for all students.

- Assists students in developing effective interpersonal skills and positive self-images.

- Exceeds professional responsibilities for self-growth and the development of the educational community.

Online Application (1)

- Must be submitted by TOY County Coordinators by NEW DEADLINE: **Thursday, July 20, 2023**.

- COEs may submit one candidate for each 5,000 (or fraction thereof) teachers in their county.

- Must submit a separate Application for each candidate.

- All fields are required and must be completed, unless otherwise noted.

Online Application (2)

- The Application does not need to be completed in a single session.

- The Application can be saved and returned to at a later time.

- Once all information is collected the Application should take approximately one hour to complete.

- The Application requires multiple level certifications. It is the responsibility of the TOY County Coordinator to ensure that each level of certification has been validated prior to submission. Submission of the Application by the TOY County Coordinator is the COE's certification that all levels of certification have been met.

Application Components (1)

- Application Submission Requirements

- Application Information

- Navigation Information

- Candidate Information

- Candidate School Schedule

- School Information

- School Type Information

- Student Demographics Information

Application Components (2)

- District Information

- County Office of Education Information

- TOY County Coordinator Information

- Documentation

- Certifications

Application Documentation (1)

The Documentation must be uploaded into the Application as one complete file in Microsoft Word or Adobe Acrobat.

Documentation is limited to 23 pages, formatted as follows:

- 1-inch margins

- Arial size 12-point font

- Single-spaced

Application Documentation (2)

- Named as follows: County Name, District Name, followed by Candidate First Name and Last Name. For example: Orange Garden Grove Unified Jane Smith.

- Include page breaks so that each component has its own page(s).

- For each component, include the name of the component followed by the requirement. Do not include the requirement description.

Application Documentation (3)

- Cover Page

- Introductory Letter

- Professional Biography

- Professional Resume

- Essays

- Letters of Recommendation

- Headshot

- Introductory Video (optional)

Application Documentation (4)

Provide a cover page. (Not to exceed one page.)

The cover page should include the documentation name and the following information about the candidate:

- Documentation Name (County Name, District Name, followed by candidate First Name and Last Name)

- First Name and Last Name

- Grades Level(s) Teaching – Subjects(s) Teaching

- School where Employed, City

- School District, County

Application Documentation (5)

Provide an introductory letter from the candidate to the Evaluation Committee. (approximately 750 words, not to exceed two pages.)

The introductory letter should present a powerful statement about the candidates commitment to continued achievement for all students.

Application Documentation (6)

Provide a professional biography from the candidate. (Not to exceed 500 words.)

Include the following:

- The factors that influenced you becoming a teacher.

- Your greatest contributions and accomplishments in education, to date.

Application Documentation (7)

Provide a professional resume from the candidate. (Not to exceed two pages.)

Include the candidate's accomplishments in the areas listed below, include the five most recent items of each of the following in chronological order (most recent first):

- Education

- Certifications

- Work Experience

- Leadership Experience

- Awards and Other Recognition

Application Documentation (8)

Provide an essay addressing each of the following six topics. Please indicate evidence of student impact. Do not include external links. (Each essay is not to exceed 750 words.)

Essay 1 – Philosophy of Teaching

Essay 2 – School Culture

Essay 3 – School Community Involvement

Essay 4 – Education Issues and Trends

Essay 5 – State Superintendent of Public Instruction's Initiatives

Essay 6 –National Teacher of the Year

Application Documentation (9)

Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2024 California Teacher of the Year. (Each letter of recommendation is not to exceed one page.)

At least one letter must be from a parent, colleague, administrator, or student. Letters may be from among the following titles, one per title:

- District Superintendent
- Administrator
- Student
- Community Civic Leader
- Principal
- Colleague
- Parent

Application Documentation (10)

Include a headshot. (Not to exceed one page.)

The headshot should be one photograph in:

- Color

- Portrait Orientation

- 5"x7"

- 300 ppi, .jpg format

Application Documentation (11)

OPTIONAL VIDEO

Optional- Include an introductory video. (Not to exceed 3 minutes.)

Provide a link to where the introductory video can be viewed.

The optional introductory video should include:

- An introduction including your name and the county you are representing.

- A description of why you teach and how teaching has impacted your life.

County Coordinator Responsibilities (1)

- Organize and administer a regional TOY Program.

- Support their finalists by carefully reviewing the final application so that each candidate, as a potential state or national finalists, offers a well-proofed, compelling, and competitive application.

- Counties should avoid encouraging "cookie cutter" applications which may diminish the applicant's voice and individual strength in favor of a template.

- Counties should maintain an electronic (Word Document format) version of the application, or at minimum, have access to it in the event that the teacher is recognized as a California Teacher of the Year Awardee.

County Coordinator Responsibilities (2)

- Schedule On-site Visits. The CA TOY Program travels to perfom on-site observations of finalists in the fall. Awards Unit staff will work with TOY county coordinators to schedule On-site visits. This part of the process must be kept Confidential.

- Be available to assist with scheduling finalist interviews with the SSPI, or their designee.

- Provide a Gala Video. The county office will also be asked to provide a professional 2 to 3 minute video clip, at their cost, for CA TOY Awardees selected from their county for sharing at the TOY Gala.

Timeline

- July 20, 2023 - TOY Online Applications due to CDE from County Offices.

- August 2023 - Finalists are notified and On-site visits are scheduled.

- August/September 2023 – On-site visits conducted.

- September/October 2023 - Finalists interviews scheduled with SSPI or their designee(s).

- October 2023 - SSPI Announces 2024 TOYs.

- October 30, 2023 - National Teacher of the Year Application due to CCSSO.

Contact Information

- If you have any questions regarding the California Teachers of the Year Program, please contact the Awards Unit by email at awards@cde.ca.gov.

- Patricia McLeod, Staff Services Manager, Awards Unit, by email at pmcleod@cde.ca.gov.

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If you aren't already following us on social media, please find us on Facebook at **@CAEducation** and on Twitter **@CADeptEd**

Questions