Santa Clara County Office of Education

Santa Clara County Teachers of the Year Program
2021-2022 Information & Application Instructions

PROGRAM OVERVIEW:

A Santa Clara County tradition for over 50 years, the Teacher Recognition Celebration is the oldest and largest celebration of teachers in California and the most prestigious local award given to classroom teachers.

The Teacher Recognition Celebration every fall honors the county's finest teachers, each selected by their respective school districts. The SCCOE celebrations are made possible with the generous support of community partners.

Teacher Recognition is celebrated with these objectives in mind:

- to increase public awareness of the efforts and contributions of teachers and their role in helping our youth to succeed in the world;
- to show appreciation for their many fine educational achievements;
- to acknowledge the many years of training that teachers undertake
- to prepare for and stay current in their profession; and
- to strengthen ties between students and teachers, and bring about a greater understanding between generations.

*Other event sponsors include Santa Clara County School Boards Association and Sixth District PTA.

ELIGIBILITY REQUIREMENTS:

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

1. Fully credentialed teachers currently employed to teach any pre-kindergarten through grade twelve.
2. Adult Education teachers who provide instruction in the same curriculum as those who teach in elementary or secondary grades.
3. Instructors who have some administrative responsibilities but for whom teaching students is the primary responsibility.
4. Teachers who are available to fulfill ambassadorial duties during the year of service and be supported by their employer.

5. Teachers who have been in the classroom for more than eight years.

Applicants must:

- Have been named as a finalist in their District competition.
- 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.

Applicants to the county program may be selected as a California Teacher of the Year. Because of that possibility, all applicants should be prepared to fulfill the responsibilities of representing the teaching profession in a variety of settings and assisting their teaching colleagues in a variety of ways. Teachers selected as state winners may be called away from their classroom 30 or more instructional days during their title year.

NOMINATION ALLOWANCES:
Each public-school district may establish its own internal process for selecting one or more exemplary teachers to compete in the program. All school districts are allowed **one nominee**.

AWARDS BANQUET:
All district-level Teachers of the Year are invited to attend the awards ceremony on [October, TBD]**.** The Santa Clara County Teachers of the Year will be publicly announced. Family members, parents, students, former students, district representatives and news media will also be invited.

STATE PROGRAM:
The SCCOE Communications Department will make all arrangements to send the applications of the county winners to the CDE by its deadline. Teachers selected as state winners will serve from January to December for their years of service and may be called away from their classroom 30 or more instructional days.

APPLICATION INSTRUCTIONS:

Applicants for the 2021-2022 Santa Clara County Teachers of the Year program need to complete both an online application and a separate written component. The written components of the application will need to be completed on a separate *Microsoft word document (.doc)* and emailed along with your application to the SCCOE TOTY Coordinator at communications@sccoe.org.

LINK for Online Application: http://bit.ly/LACOETOY22

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Required Format of Written Components

Failure to observe the formatting requirements may result in disqualification. Please proofread the application carefully. The written application components must be in the required format:

- Must be submitted as .doc file using 12-point Aria font, single-spaced.
- Must have margins set at 1 inch on all sides (top, left, right, and bottom). Do not use compressed type.
- Should have a title at the top of each page.
- Should be numbered at the bottom right hand corner of the page.
- Each written section should include page breaks so that each component has its own page(s).
- For each written component, include the name of the component followed by the requirement. Each component has its own word or page maximum. The name of the component will not count towards the requirement word count.
- The written component should not exceed 18 pages total
- Should not have track changes or any editing markings.

Required Components for a Complete Application

Failure to include the required components may result in disqualification. Applicants must include each of the required components to submit a complete application:

- **Application Information** (Online form)
- **School Information** (Online form)
- **District Information** (Online form)
- **Introductory Letter** (Not to exceed two pages.)
- **Professional Resume** (Not to exceed two pages.)
- **Professional Biography** (Not to exceed 250 words.)
- **Essay 1 - School Culture** (Not to exceed 500 words.)
- **Essay 2 - School-Community Involvement** (Not to exceed 500 words.)
- **Essay 3 - Philosophy of Teaching** (Not to exceed 750 words.)
- **Essay 4 - Education Issues and Trends** (Not to exceed 500 words.)
- **Essay 5 - State Superintendent of Public Instruction's Initiatives** (Not to exceed 500 words.)
- **Essay 6 - National Teacher of the Year** (Not to exceed 750 words.)
- **Letter of Recommendation 1** (Not to exceed one page.)
- **Letter of Recommendation 2** (Not to exceed one page.)
- **Letter of Recommendation 3** (Not to exceed one page.)
- **Headshot** (on a separate page)

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The written component documentation should be named as follows: County Name, District Name, followed by Nominee First Name and Last Name. (Do not include the words county or school district.) For example: Milpitas Unified Jane Smith. Include the documentation name on the top of the first page.

Prior to submitting your Application, review it carefully. Make sure all information is complete and accurate. Failure to provide a complete Application by the due date will result in your candidate being disqualified from the 2022 California TOY Program.

Application Components:

Introductory Letter (Not to exceed 2 pages)

This section should be 1–2 pages in length. The letter should present a powerful statement about your commitment to continued achievement for all students, and should include the following:

- Explain what it is like to be a student in your class.
- Relate an inspirational vignette from your own teaching experience that illustrates an important aspect of education.
- Paint a clear picture that helps the reader to envision a typical day.

- Include a brief example of an ideal real day and a brief example of how you turned a challenging moment into a teachable moment.
- **Optional:** Consider providing examples that reflect your work and implementing accelerated learning in response to the COVID-19 pandemic.

Professional Resume (Not to exceed 2 pages)

Please include your accomplishments in the areas listed below, beginning with the five most recent items in chronological order (most recent first):

- **Education** - Colleges and Universities attended (including postgraduate studies), degrees earned, majors, and years of attendance.

- **Certifications** - Professional association memberships, including information regarding offices held, year obtained, and other relevant activities.

- **Work Experience** - Teaching employment history with title, organization, years in position, grade level, and subject area of each assignment.

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- **Leadership Experience** - Staff development position, organization, years in position, leadership activities, mentorships, and leadership activities in the training of future and current teachers that you have presented.

- **Awards and Other Recognition** - Awards and other recognition of your teaching, including the year received and exact involvement.

Example of Professional Resume

Education

School Name	Degree	Major	Years Attended (i.e., 2010-14)

Certifications

Certification	Year Obtained

Work Experience

Title	Organization	Years in Position

		(i.e., 2010-14)

Leadership Experience

Position	Organization	Years in Position (i.e., 2010-14)

Awards and Other Recognition

Award/Recognition	Year Received

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Professional Biography (maximum 250 words)

Please include the following in your professional biography

- The factors that influence you becoming a teacher
- Your greatest contributions and accomplishments in education, to date

Essays – Provide six essays from the applicant, one in each of the following categories:

1. School Culture

Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. **Not to exceed 500 words**.
Include the following criteria:

- Your role and how you collaborated with others
- The status of this project today, and include evidence of student impact
- **Optional**: Consider focusing on an example that promoted positive school culture in response to the COVID-19 pandemic.

2. School-Community Involvement

Describe how you ensure that education transcends the classroom and interacts with the community. **Not to exceed 500 words**.

Include the following criteria:

- Specific ways in which you deliberately connected your students with the community, including evidence of student impact
- Specific ways you are involved with colleagues and creating school-community partnerships
- How you involve and utilize the community in your classroom
- Your commitments to the community through service-oriented activities (such as volunteer and civic) that enhance the home, school, and/or community connection
- How you establish local partnerships with family involvement in children's education that strengthen home-school partnerships.
- How you involve community beyond that which is considered basic school-related involvement.
- How you get your students involved in community service projects.
- **Optional**: Consider providing a response focused on examples of school-community involvement during the COVID-19 pandemic.

3. Philosophy of Teaching

Describe your personal views about teaching. **Not to exceed 750 words**.

Including the following criteria:

- The aspects that make you an outstanding teacher.
- The greatest rewards you find in teaching.
- How you involve and utilize the community in your classroom
- Your commitments to the community through service-oriented activities (such as volunteer and civic) that enhance the home, school and/or community connection
- How you establish local partnerships with family involvement in children's education that strengthen home-school partnerships
- How you involve the community beyond that which is considered basic school-related involvement
- How you get your students involved in community service projects
- **Optional:** Consider providing a response focused on examples of school-community involvement during the COVID-19 pandemic.

4. Education Issues and Trends

Describe what you consider a major public education issue today. **Not to exceed 500 words.**

Including the following criteria:

- Address the issue in depth.
- Outline possible causes.
- Outline possible effects.
- Outline possible resolutions.
- Describe how you address or work to improve the issue both within and outside of the classroom.

5. State Superintendent of Public Instruction's Initiatives

Describe how your teaching and/or professional experiences contribute toward the work of California's State Superintendent of Public Instruction's (SSPI) Initiatives. **Not to exceed 500 words**.

Include the following criteria:

- **Statewide Literacy** – Describe how your teaching and/or professional experiences help to improve reading levels in your classroom and/or school.

- **Reducing Chronic Absenteeism** – Describe how your teaching and/or professional experiences help to increase student attendance in your classroom and/or school.
- **Closing the Achievement Gap** – Describe how you have helped students of color score higher in your classroom and/or school.
- **Jobs for Tomorrow** – Describe how you have helped all students in your classroom and/or school have equal access to Science, Technology, Engineering, Art, and Math (STEAM) and Computer Science programs.

6. National Teacher of the Year

If chosen as the 2022 National Teacher of the Year, you will serve as a spokesperson and representative for the nation's teaching profession. You would represent all outstanding practices, subjects, and types of classrooms (pre-kindergarten through twelfth grade). Describe your message and platform. **Not to exceed 750 words**.

Include the following criteria:

- The skills, values, knowledge, and ethics you would convey.
- The positive messages you would communicate to your profession and to the public.
- Why you would recommend individuals to enter the teaching profession.
- How you would strengthen and improve the teaching profession.
- How you support the teaching profession, such as through teacher collaboration and mentoring.
- What is and/or what should be the basis for accountability in the teaching profession.
- **Optional**: Consider providing a response that addresses how you will represent America's teaching profession in response to the COVID-19 pandemic.

Letters of Recommendation

Include **three** letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2022 California Teacher of the Year. Each letter of recommendation is **not to exceed one page**.

When choosing letters of recommendation to submit consider how they might extend the Application by covering areas or examples not addressed elsewhere. Do not include other materials, such as portfolios or press clippings.

Letters may be from among the following title or education stakeholders, and should be one per title:

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

Headshot Requirements

Please attach a self-portrait photograph

- 5" x 7" original print – not a photocopy or digital printout.
- Color
- Head shot of the teacher only. No group shots.
- Portrait Orientation

Additional Information required for the Santa Clara County Office of Education

Submitting the Application

Online Form
Part 1 of the Application must be submitted via online
LINK for Online Application: https://tinyurl.com/2022CATOTY

E-Mail
Part 2 of the Application (*Written Component Documentation*) must be submitted as a .doc file to SCCOE TOTY Coordinator – Communications@sccoe.org

The entire application, BOTH PART 1 AND 2, are due on or before **by Friday, July 23, 2021. Absolutely no late applications will be accepted!**