



## Early Childhood Leader of the Year Application Appendix

The tools in this appendix are for guidance and support only. Unless the appendix specifically states “must have,” the applicant can modify their submission in any way of their choosing, so long as the information given is clear and legible to the reviewing team. If you have any questions about your submission materials, please contact [brandee.david@la.gov](mailto:brandee.david@la.gov).

**Appendix A: Center Video Must Haves** - Leading professional development (PD), a staff meeting, or teaching in a classroom. Accompany video submission with LDOE-created consent forms signed by all [families of children](#) or [staff members](#) in the video.

- Record 15 full and continuous minutes of instruction, leading PD, or a meeting
- Clearly state at the beginning of the video, or in the submission description, the type of leadership being demonstrated (PD, staff meeting, or teaching), the topic of the meeting/PD or the lesson objective, and a description of the people in the room (i.e., teachers, community members, family members, toddlers, and how many)
- Demonstrate leadership and instructional skills reflective of what you provide to your staff or children for their growth and development
- Ensure that audio of teacher and children is clearly heard throughout the video

*Videos should be an authentic capture of your normal classroom day, professional development session, or staff meeting. Please do not feel compelled to create a “perfect” video. The LDOE wants to see how your children or staff experience your leadership every day.*

### Appendix B: Family and Child Interview Guidance

- Accompany video submission with LDOE-created consent forms signed by all families/children in the video
- Interviewees should be sitting still in one place
- Video length should not exceed 15 minutes
- Questions for children can include:
  - How do you feel about [Leader name]?
  - How do you feel about school?
  - What does [Leader name] help you with?
  - What does [Leader name] teach you?
  - How does [Leader name] make you feel?
- Questions for family members can and should include:
  - What growth or development have you seen from your child since being in [Leader]’s site?
  - What makes [Leader name] an excellent leader or teacher?
  - Would you recommend other parents to place their children in [Leader]’s site? Why?

- How does your child feel about school?
- How does your child feel about [Leader name]?
- What would you like to say to [Leader name] about their impact on your child(ren)?
- How has [Leader name] helped your child(ren)?

## Appendix C: Resumé Guidance

Leader Resumés should Include:

- Education history
  - High school or GED program or degrees, ECAC program or certificates, higher education program or degrees (Associate's, Bachelor's, Master's, etc.), dates of attendance or completion, or estimated date of completion
  - Grade point average, special honors or recognition, class rank, or additional certificates as applicable
  - Location or institution where program was completed
- Work History
  - All current or recent employers
  - Title of job at each employer
  - Contact number for each employer
  - Brief description of responsibilities at each employer
  - Start and end date of employment at each employer (if still employed, indicate "[start date] - present")
- Other Skills
  - List of other skills, talents, extra curricular activities, or experiences
    - *Anything that the Leader does outside of the classroom; recreational sports teams, musical instrument skills, participation in local community events, volunteer work, hobbies, etc.*

## Appendix D: Resume Template

*This template is optional for applicants. If you have an already established resume with a different format, do not feel obligated to remake in this format. This is a guidance tool for those who may need additional assistance.*

**Directions:** Delete and replace all *italicized* entries for those that apply to the teacher candidate for Teacher of the Year.

Name

Address

Phone Number

Email

### Education History

| Institution or Program                         | Dates Attended                 | Degree, Scores, Special Honors                                              |
|------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------|
| <i>Louisiana State University, Baton Rouge</i> | <i>August 2016 - June 2018</i> | <i>Bachelor's Degree in Early Childhood Education, 3.6 GPA, Dean's List</i> |
| <i>Baton Rouge Magnet High School</i>          | <i>August 2012-June 2016</i>   | <i>High School Diploma, 4.0 GPA, National Honors Society</i>                |

### Work History

| Employer                                                            | Job Title and Responsibilities                                                                                                                                                                                                                                                                                                                  | Dates Employed           |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <i>Magical Unicorn Child Care Center, Baton Rouge, 225-555-0111</i> | <i>Infant Classroom Teacher</i> <ul style="list-style-type: none"><li><i>Provide care to a classroom of 4 infants, such as feed, change diapers, clean infants and spaces as needed</i></li><li><i>Provide education such as talking to infants, introducing infants to new words, and building trust with smiles and eye contact</i></li></ul> | <i>July 2016-Present</i> |
|                                                                     |                                                                                                                                                                                                                                                                                                                                                 |                          |
|                                                                     |                                                                                                                                                                                                                                                                                                                                                 |                          |

### Special Skills

| Skill          | Description of experience and relevant dates                                                                                                                                   |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Running</i> | <i>I have run three marathons after getting into road running in 2013. I regularly train and compete in races from 5k distance to marathons to stay healthy.</i>               |
| <i>Singing</i> | <i>I sing every Sunday in my house of worship's choir. I have led the Winter pageant, including leading rehearsals and directing the performance, in 2017, 2018, and 2019.</i> |

## Appendix E: Center Video Tour Guidance

Videos should not exceed ten minutes in length and can and should include:

- Locations where children spend most of their time, such as classrooms, eating spaces, and playground or outdoor spaces
- Teachers interacting with children (ensure you have both the [family](#) and [teacher](#) consent forms for participating in videos)
- Spaces where any specialized education instruction are held, i.e., speech therapy
- Places where teachers complete any preparation for classes
- Children interacting with each other and their spaces
- Spaces where parents interact with teachers and staff
- Any spaces that are unique and special to the center that make it extraordinary
  - Ex: “And this is my ukulele that I learned to play when I was in high school. I use it to help the children transition from the carpet to the table. Here’s the song I sing…”

## Appendix F: Letter of Recommendation for Past and Present Employers, Co-workers, or Family of Children Served

Using this template is not mandatory. This is a guiding tool for anyone who may need or want additional assistance.

| Name of Recommender                                                                                                                                                    | Relationship and Place of Professional Relationship | Dates of Professional Relationship |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------|
|                                                                                                                                                                        |                                                     |                                    |
| <p><b>Date of Letter:</b><br/><b>Letter of Recommendation (should be no more than 1,000 words)</b></p><br><br><br><br><br><br><br><br><br><br><p><b>Signature:</b></p> |                                                     |                                    |

If a staff member or employee is writing a recommendation letter for their employee, please consider answering the following questions:

- What makes this leader an excellent person to work with/for?
- What specific moments can you recall that demonstrate this leader’s ability?
- How does this leader cultivate a culture of learning, growth, and development for children?

- *How does this leader develop you as a teacher/staff member, and make you better at your profession?*

## **Appendix F: Professional Development or Staff Meeting Plan and Materials**

The strongest leaders prepare for any and all meetings. They identify the desired outcome of the meeting or professional development session, have all materials for participants thoughtfully prepared ahead of time, and incorporate intentionally-structured strategies for engagement throughout the meeting to get participants to the desired outcome.

Materials to show this work could include:

- Written plans (ex: modeled like a lesson plan)
- Agenda with time stamps for activity(ies)
  - Exs: 5 min review agenda, 10 min “Do now” question, 15 min discussion, etc.
- Activity(ies) description, directions, and goals of each activity
- Directions/Script for Leader to give to participants for activity(ies)
  - Ex: *“In today’s meeting we will... because... First we will...”*
- Listed materials needed/used
  - Ex: *“the session needed chart paper, chart markers, printed copies of the center’s schedule, and class rosters”*
- Intended outcome description and description of why the outcome is needed
  - Ex: *“The goal of this meeting is to... because ...”*
- Exemplar responses from participants
  - Ex: how teachers should greet parents at pick-up, what teachers should say to children during meals, what teachers should say when calling parents to update them on child’s developmental milestones
- Photo examples of work done in meeting or professional development
  - Ex: teachers practicing skills taught, copy of brainstorming documents or notes from participants, chart paper with teacher take-aways