# Early Childhood Teacher and Leader of the Year Application Guidance

This document is intended to be used by Early Childhood Teacher and Leader of the Year Applicants. This checklist should be used as a resource to ensure all necessary documentation and application related items are complete and accounted for prior to application submission to the LDOE. For more guidance, visit the staff and educator awards page.

**Early Childhood Teacher of the Year Application Checklist. Ensure you have:**

- ☐ Verifiable information supporting that you work in a type III early learning center. This information can be verified using the Louisiana School and Site Finder Website.
- ☐ A professional headshot which follows these guidelines.
  - ☐ 2MB headshot is required
- ☐ All credential and education documents available (ECAC, CDA, Degree Certificates, CLASS certifications, TS GOLD certifications, etc.) for application completion.
- ☐ A response to **three** essay prompts
  - ☐ Responses written in a clear, concise and grammatically correct manner.
- ☐ A lesson plan for lesson filmed in teaching video
- ☐ A continuous (unedited) video that is at least fifteen minutes long which captures you teaching the lesson mentioned above.
- ☐ Consent forms for all families of children and or staff members included in the above mentioned video.
- ☐ Reviewed your application and all supplemental information for completion and errors prior to submission.
- ☐ Peer or mentor review of all application materials
  - ☐ Director, CCR&R Coach, Coordinator, etc to review your application and all supplemental information prior to submission.
- ☐ Submitted your application before the application submission deadline.

**Early Childhood Leader of the Year Application Checklist. Ensure you have:**

- ☐ Verified you are a Director at a type III early learning center with a license number and site code. This information can be verified using the Louisiana School and Site Finder Website.
- ☐ A professional headshot taken which follows these guidelines.
- ☐ All credential and education documents available (ECAC, CDA, degree certificates, CLASS certifications, TS GOLD certifications, etc.) for application completion.
- ☐ A clear, concise and grammatically correct response to **three essay** prompts.
- ☐ Have one easy to follow, professional development plan of staff meeting agenda with clear objectives.

- ☐ Have one continuous (unedited) video that is at least fifteen minutes long which captures you facilitating the professional development or staff meeting mentioned above.
- ☐ Completed and signed consent forms for all families of children and or staff members included in the above mentioned video.
- ☐ Reviewed your application and all supplemental information for completion and errors prior to submission.
    - ☐ Community Network Lead Agency Coordinator, Child Care Resource & Referral Agency Coach, Coordinator, etc to review your application and all supplemental information prior to submission.
- ☐ Submitted your application before the application submission deadline.
- ☐ Contact Brandee David at brandee.david@la.gov with any questions.