

Early Childhood Education Teacher of the Year Application Guidance

The Louisiana Department of Education recognizes that great teachers and leaders are critical to the success of children. Annually, the Department honors the state's most exceptional educators through the Teacher and Leader of the Year programs. These programs provide an opportunity to acknowledge those educators who are achieving excellence in their profession by fostering a nurturing environment in their classroom, where children are learning and developing in a way that prepares them for Kindergarten and beyond.

An exemplary candidate for Teacher of the Year is one who:

- **Demonstrates excellence in the field, guiding children of all backgrounds and abilities to meet developmental milestones necessary for Kindergarten readiness.**
 - a. *An Early Childhood Teacher of the Year serves economically-disadvantaged children, children who are in publicly-funded programs, children who have disabilities, and/or children who are experiencing homelessness (the teacher must work in a Type III child care center, an Early Head Start or Head Start center, or a Family Child Care site participating in the LDOE's Family Child Care (FCC) Pilot).*
- **Demonstrates leadership and innovation in and outside of the early learning site in ways to help children learn and meet developmental milestones necessary for Kindergarten readiness.**
 - a. *An Early Childhood Teacher of the Year participates in professional development opportunities, has achieved or is working toward an Early Childhood Ancillary Certificate, and seeks opportunities to help transition children successfully to their future education levels (e.g., from infant to toddler or from pre-K to kindergarten).*
- **Collaborates with colleagues, children, families, and early childhood community to foster children's success, as well as to create a site culture of growth, development and positivity.**
 - a. *An Early Childhood Teacher of the Year earns exemplary CLASS[®] Scores, especially in positive interactions with children; has a classroom where children are consistently joyful and growing; and has strong professional relationships with co-teachers, fellow staff members, director(s), coaches, and other peers.*
- **May be involved in or may lead work, in or beyond the site walls, that is relevant and impactful based on the current educational landscape in Louisiana and nationwide.**
- **Is inspiring, compelling, and professional and has the ability to connect with stakeholders and represent the state as a model for Early Childhood Education.**
 - a. *An Early Childhood Teacher of the Year is a person with a compelling commitment to their work, able to clearly articulate their "why" for teaching our youngest children and their belief in the value of Early Childhood Education for our state and our country.*

Application Documents	
<i>All application documents should be prepared prior to starting the online application on Wizehive.</i>	
<p>Video: Required All TOY Applicants must submit a teaching video.</p>	<ul style="list-style-type: none"> ● A ten minute (maximum) video of the Teacher’s instruction in the classroom should be submitted through Wizehive. <ul style="list-style-type: none"> ○ <i>Technical assistance for this can be offered through CCR&R, Lead Agency, or the LDOE. Contact devon.camarota@la.gov if you need assistance.</i>
<p>Teaching Materials Part 1 All TOY Applicants must submit <i>at least one of these options.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written lesson plan corresponding to the teaching video submitted <input type="checkbox"/> Written feedback and scores from a recent coaching/CLASS[®] observation and session (from 2021 or 2022 calendar year)
<p>Teaching Materials Part 2 All TOY Applicants must submit <i>at least one of these options.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional teaching video of a different day/lesson/skill <input type="checkbox"/> Video tour of classroom (<i>guidance in appendix</i>) <input type="checkbox"/> Video interviews of at least one child or family (<i>questions and guidance in appendix</i>) <input type="checkbox"/> Family letter of recommendation (<i>letter should answer interview questions in appendix</i>)
<p>Work History All TOY Applicants must submit both of these work history documents.</p>	<ul style="list-style-type: none"> ● Complete the work history questions in Wizehive OR submit a resumé in a word document or PDF ● Submit a letter of recommendation from a current or past employer(s) or coworker(s) or the parent of a child in care, briefly describing the Teacher's work experience and responsibilities. <ul style="list-style-type: none"> ○ Up to three letters of recommendation are acceptable.
<p>Teaching Data All TOY Applicants will be evaluated on the materials listed here.</p>	<ul style="list-style-type: none"> ➤ Last 3 years of CLASS[®] scores, as available (the LDOE will gather on behalf of the applicant) <ul style="list-style-type: none"> ○ <i>Ex: if a teacher has only been working for one year, their scores from one year will be evaluated.</i> ○ <i>Teachers with Negative Climate scores of 2 or higher on more than two observations will not be considered for Teacher of the Year.</i> ➤ Whether Teacher has interrater reliability in Teaching Strategies Gold[®] <ul style="list-style-type: none"> ○ <i>If applicable, submit a copy of your certificate.</i>

<p>Leadership All TOY Applicants must complete <i>at least one of these options</i> to answer the essay questions.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written responses to the three essay questions (see questions below) <input type="checkbox"/> Video-recorded speaking responses to three “essay” questions <input type="checkbox"/> Schedule an interview with LDOE staff to answer three “essay” questions via Zoom <ul style="list-style-type: none"> ○ Contact devon.camarota@la.gov to schedule a recorded interview between Nov. 1 and Nov. 15. Interviews will take approximately 10-15 minutes.
	<p>Essay/Interview Questions Choose 3 of the 4 questions below to answer. Please respond with at least 3-5 sentences for each question no matter the format, either in writing, in video recording, or in a live Zoom interview.</p> <ol style="list-style-type: none"> 1. Why do you work in Early Childhood Education? Why is this work important to you? 2. Imagine you are meeting parents with their first toddler, unsure about starting child care. What would you say to them? 3. What makes you an excellent early childhood educator? 4. Across the nation, there is a lot of energy around the importance of early childhood education. Therefore, many leaders are advocating for increased funding for early childhood. What do policy makers need to know about the work that you do as they make decisions about policy and funding?

Early Childhood Teacher of 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 devon.camarota@la.gov.

Appendix A: Teaching Video Must Haves

Accompany video submission with LDOE-created consent forms signed by all [families of children](#) or [staff members](#) in the video.

- Record 10 full and continuous minutes of instruction and interactions with children
- Clearly state at the beginning of the video, or in the submission description, the age of children in the classroom and type of lesson or part of day that is being filmed
- Demonstrate multiple teaching skills from the CLASS[®] rubric such as positive interactions, language modeling, teacher sensitivity, etc.
- Ensure that audio of teacher and children is clearly heard throughout the video

Teaching videos should be an authentic capture of your normal classroom day. Please do not feel compelled to create a “perfect” video. The LDOE wants to see how your children experience your classroom 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 10 minutes
- Questions for children can include:
 - How do you feel about [Teacher name]?
 - How do you feel about the classroom/center?
 - What does [Teacher name] help you with?
 - What does [Teacher name] teach you?
 - How does [Teacher 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 [teacher name]’s classroom?
 - What makes [Teacher name] an excellent teacher?
 - Would you recommend other parents to place their children in [Teacher name]’s classroom? Why?
 - How does your child feel about school?
 - How does your child feel about [Teacher name]?
 - What would you like to say to [Teacher name] about their impact on your child(ren)?

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- How has [Teacher name] helped your child(ren)?

Appendix C: Resumé Guidance

Teacher resumé 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 and 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, extracurricular activities, or experiences
 - *Anything that the teacher does outside of the classroom; recreational sports teams, musical instrument skills, participation in local community events, volunteer work, hobbies, etc.*

Appendix D: Resumé 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"> • <i>Provide care to a classroom of 4 infants, such as feed, change diapers, clean infants and spaces as needed</i> • <i>Provide education such as talking to infants, introducing infants to new words, and building trust with smiles and eye contact</i> 	<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>

