

Teacher and Principal of the Year

Information and Online Portal Guide for Coordinators



2023 - 2024 School Year

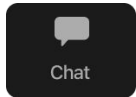
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Agenda

- Welcome and Introductions
- Teacher and Principal of the Year Programs
- Teacher and Principal of the Year Timeline
- Gala Information
- Rubric and Application Materials
- School System-Level Process
- Resources
- Coordinator Online Application Portal
 - Returning Users
 - New Users
- Materials and Information
- Online Portal Links
- Additional Award Opportunities
- Questions

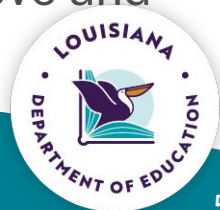


Teacher and Principal of the Year Programs



Teacher/Principal of the Year Program

- The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success.
- Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.
- The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to acknowledge those educators who are making exceptional gains with students.
- Please join us in celebrating excellent educators who are going above and beyond.



Teacher and Principal of the Year Timeline



Timeline

Nominations Portal	August 22 -September 22, 2023	Stakeholders nominate teachers/principals. Nominations information is shared with school systems for their consideration.
Applications Process	October 11, 2023 - January 11, 2024	<ul style="list-style-type: none">• October 11, 2023- applications released• January 11, 2024 - applications due in the online portal
Semifinalists	March 19, 2024	48 honorees (24 teachers and 24 principals)
Finalists	May 28, 2024	18 honorees (9 teachers and 9 principals)
Interviews	June 2024	(18) Finalist interviews
Gala	July 27, 2024	Celebrate all Teacher/Principal + other honorees.

- Teacher and Principal of the Year Timeline- [Teacher/Principal of the Year Timeline](#)

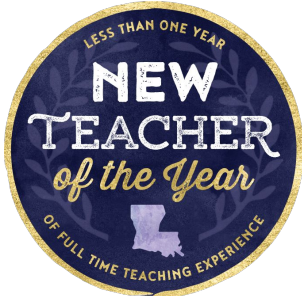
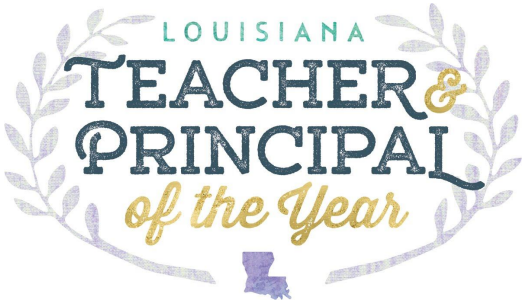


18th Annual Cecil J. Picard Educator Excellence Awards Gala

- Educators named as state-level honorees are invited to the Gala.
- On Saturday, July 27, 2024, the Department, in partnership with Dream Teachers, will host the 18th Annual Cecil J. Picard Educator Excellence Awards Gala at the World War II Museum in New Orleans.
- Several different award program honorees will be recognized and celebrated on this evening.
- During the event, the division-level and overall honorees will be named.
- The Educator Excellence Awards Gala is Louisiana's most prestigious educational awards celebration of the year.



Honorees Recognized at the Gala



Meet the Current State Teacher and Principal of the Year Honorees





**2024 OVERALL
PRINCIPAL OF THE YEAR**

*Tia Mechelle
Trahan*

**LAFAYETTE MIDDLE SCHOOL
LAFAYETTE PARISH**

Meet the Overall State Principal of the Year

2024 OVERALL
TEACHER OF THE YEAR

Kylie Altier

BUCHANAN ELEMENTARY SCHOOL
EAST BATON ROUGE PARISH



Meet the Overall State Teacher of the Year

Teacher and Principal of the Year Rubric and Application Materials

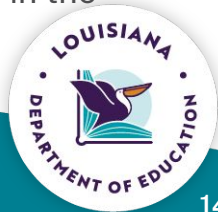


State-Level Criteria + Rubric

An exemplary candidate is one who:

- Demonstrates **excellence and expertise** in the field, **guiding students** (and for principals, also teachers) of all backgrounds and abilities to **achieve success**.
- Demonstrates **leadership** and **innovation** in and outside of the school building walls, creating pathways for **students/teachers to excel**.
- **Builds collaborative relationships** with **colleagues, students, and families** to create a **school culture** that is respectful, inclusive, and **positively impacts student growth and achievement**.
- **Deliberately connects** the classroom/school to the **community** to positively **impact the students, school and community**.
- Is **inspiring, compelling, professional** and expresses themselves in an **engaging and clear way**, and demonstrates the ability to **connect with and represent** the state.

School systems are encouraged to select candidates who most closely match the criteria to participate in the state-level process.

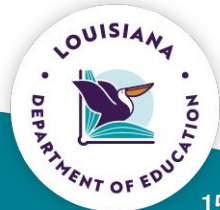


Principal of the Year Application

The Principal of the Year application consists of the following components:

- Basic information, including a bio and social media quote
- Résumé (limit: two pages)
- Two recent years of student success data (SLTs or other data)
 - **Applicants must ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
- Up to three letters of recommendation
- Candidate consent form (teacher waiver)
- Student consent form (one for each students in video/photos/etc.)
- Responses to two written reflection questions and one video prompt

Click link to view the [Principal of the Year Application](#).



Teacher of the Year Application

The Teacher of the Year application consists of the following components:

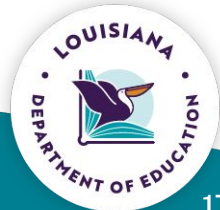
- Basic information, including a bio and social media quote
- Résumé (limit: two pages)
- Two recent years of student success data (SLTs or other data)
 - **Applicants must ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
- Link to teaching video (YouTube link)
- Lesson plan which corresponds to teaching video
- Up to three letters of recommendation
- Candidate consent form (teacher waiver)
- Student consent form (one for each students in video/photos/etc.)
- Responses to two written reflection questions and one video prompt

Click link to view the [Teacher of the Year Application](#).



Teacher of the Year Video

- Teaching videos should not exceed 15 minutes and may be edited. Teaching may take place in person, virtually, and/or be hybrid.
- Teaching video suggestion- Divide the video into three segments. Suggested segment time is listed as a guide only, as candidates may utilize the time as needed.
 - Description of the lesson + passion statement (three minutes or less)
 - Classroom lesson (ten minutes or less)
 - Debrief of lesson (three minutes or less)
- In the state-level online application, videos must be submitted as a YouTube video link.



School System-Level Process



School System-Level Process

- All school systems are encouraged to select up to three overall Teacher and Principal of the Year finalists, one per division (elementary, middle and high), to send to the state-process.
- All school systems are encouraged to submit at least one teacher and one principal to the state process.
- School systems may use the state's applications/materials or use their own process for to identify local-level honorees.
- Any school system with no local-level process may select and send their candidates directly to the state process.



School System-Level Process

- School systems determine:
 - The grades in the division levels. At the state-level, candidates serving multiple grade levels, such as a principal of a K-12 school, may select the multi-division option.
 - Who they include in their process, such as librarians, etc.
- Compass data (as available) is considered in the state-level competition. School systems should ensure state-level candidates are demonstrating success with students.



Resources



Teacher and Principal of the Year Materials

Please share the links below with your candidates for easy access to all application materials.

- [Teacher and Principal of the Year Overview Document](#)
- [Teacher and Principal of the Year Timeline](#)
- [Teacher and Principal of the Year Rubric](#)
- [Teacher of the Year Application](#)
- [Teacher of the Year - Teaching Video Guide](#)
- [Principal of the Year Application](#)
- [Candidate Consent Form](#)
- [Student Consent Form](#)
- [2024 State Teacher of the Year application, Kylie Altier](#)
- [2024 State Principal of the Year application, Tia Trahan](#)

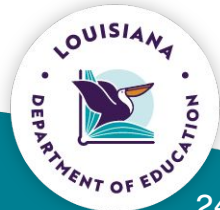


Coordinator Online Application Portal



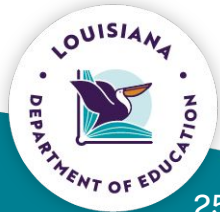
State-level Candidate Information

- By **January 11, 2024**, Teacher/Principal of the Year Coordinators (or other school-system personnel) should enter the name(s) of their district/school system honorees (teachers and principals who will participate in the state-level process) in the [Coordinator's online portal](#).
 - (https://webportalapp.com/sp/login/l DOE-tpoycoordinator_23-24)
- The portal works best when using Chrome as your web browser.
- As soon as local-level honorees are identified, this information should be added to the portal.

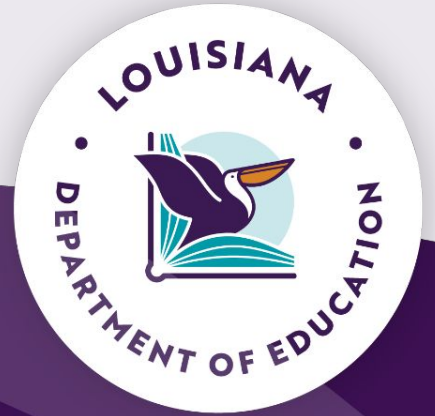


Portal Users

- There will be two types of coordinators using the coordinator's portal—returning users and new users.
- Returning users are those who created an account and used the coordinator's portal previously.
- New users are those who have not created an account and/or used the coordinator's portal previously.
- If you are a returning user, advance to the next slide for user instructions.
- If you are a new user, advance to [slide 37](#) to see new user instructions.



Returning Users



Sign Into the Online Portal

- Sign in with your email address and password. If you forgot your password, select “Forgot Password.”

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In


Email

Password

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)



Edit Your Profile

- Review the information in your profile and make edits if needed.
- When done, click “Save.”

Profile Information

Which Are You? *

Teacher and Principal of the Year Coordinator

Are you part of a district or charter? *

Charter

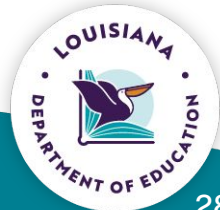
Coordinator's Name (first and last) Please include Dr., Ms., Mr., etc. *

Ms. Joni Lacy

Coordinator's Email Address *

joni.lacy@la.gov

Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 *



District Coordinator Information

- Next, click District Coordinator Information.

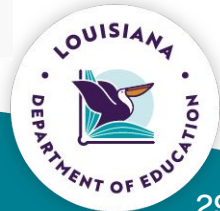
District Coordinator Homepage

Profile Complete [View](#) [Edit](#)

14 5

Create 2019

District Coordinator Information



Add Honoree Information

- Click “Edit” to add honoree information.

District Coordinator Information


Submission ! Action Required View Edit

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

First Stage Submission Submit



Add State-level Honoree Information

- Add honoree information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

State-level Teacher of the Year Honorees - Please use the honoree’s formal name (as it appears in Compass/CODE/etc.)

*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information to the division the district/candidate selects and check the box below.

If any of the honorees serve students in multiple divisions, check this box:

Multiple Divisions

Teacher - Elementary School Division Honoree

Elementary teacher- First Name

Elementary teacher-Last Name

Elementary teacher-School Name

Teacher - Middle School Division Honoree

Middle teacher- First Name



Select Multiple Divisions if Applicable

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions

Principal - Elementary School Division Nominee

Elementary principal- First Name

Elementary principal- Last Name

Elementary principal- School Name

Principal - Middle School Division Nominee

Middle principal- First Name

Middle principal- Last Name

Middle principal- School Name



Include Note if Honoree Fits Into Multiple Divisions

District-Level Principal Nominees - Please list the candidate's formal name (as it appears in Compass/CODE/etc.)

*If a principal serves students in multiple divisions (such as the principal of a K-12 school), please add their information to the division the district/candidate selects and check the box below.

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions

In the textbox below, indicate the candidate's name(s) and grades served.



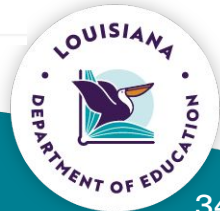
Include Additional Information if Needed

Additional Information

If any of your honorees were at a different school and/or district last year, please add the person's name and school/district in the textbox below.

If any of your honorees were in a different role last year, please add the person's name and role in the textbox below.

If you have any additional information you'd like to share, please add to the textbox below. This would include adding a note indicating if one of your candidate level honoree, but did not submit a state-level application.



Submit by January 11, 2024

Basic Instructions:

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.

When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your submission.

Once you click "Submit" this information will no longer be editable.

District Coordinator Information

Submission

✔ Complete



Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Coordinator Submission

Basic Instructions:

When you have completed every section of the submission, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Submit



Submission Confirmation

- After submitting, you will see a message confirming your submission.

District Coordinator Information

Submission View Edit


Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

First Stage Submission

✓ This has been submitted.

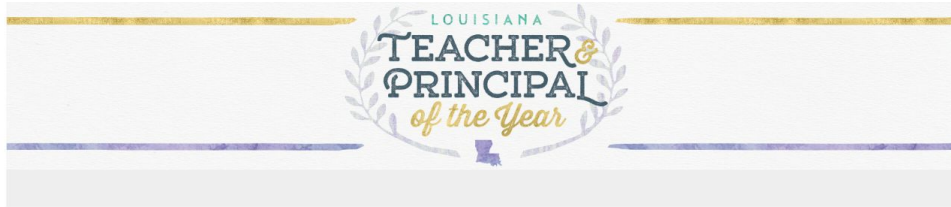


New Users



Set Up an Account

- Select “Need an Account” to get started.



Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In

[Forgot your password?](#)

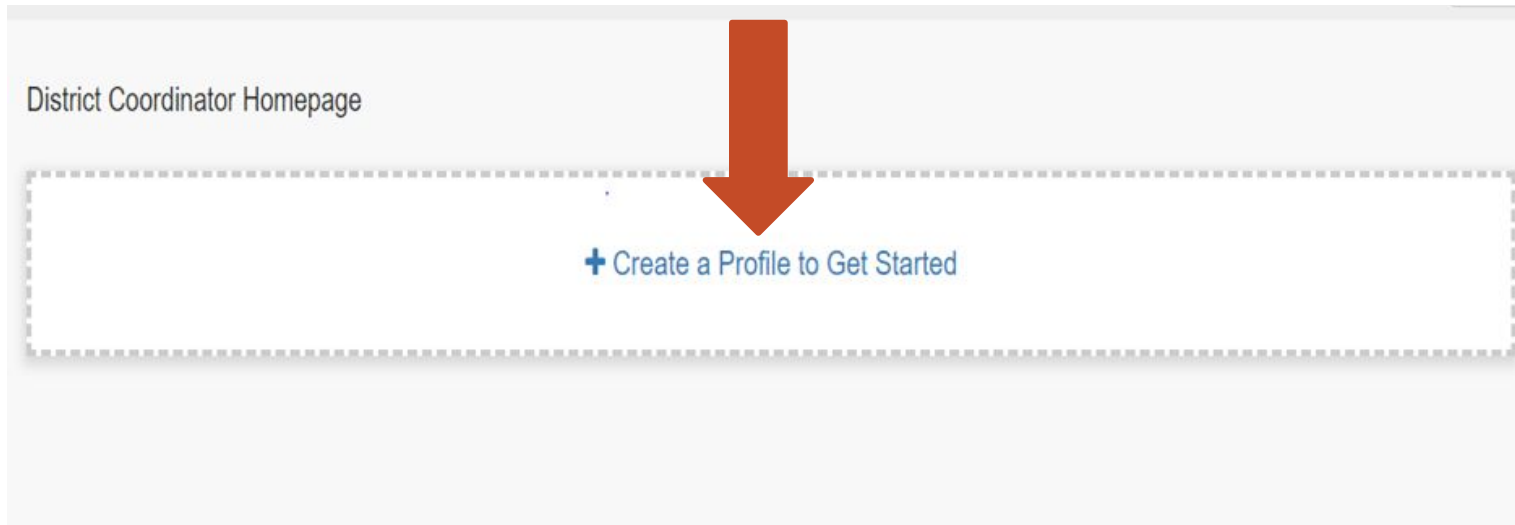
Need an Account?

Sign Up



Create Profile

- Click the tab to get started.



Create Your Profile and Click “Save”

District Coordinator Homepage > Profile Input

Profile Information

Which Are You? *

Are you part of a district or charter? *

Coordinator's Name (first and last) *

Coordinator's Email Address *

Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 *

District Superintendent's/CEO's Name (first and last)

District Superintendent's/CEO's Email Address

District's Website (URL) *

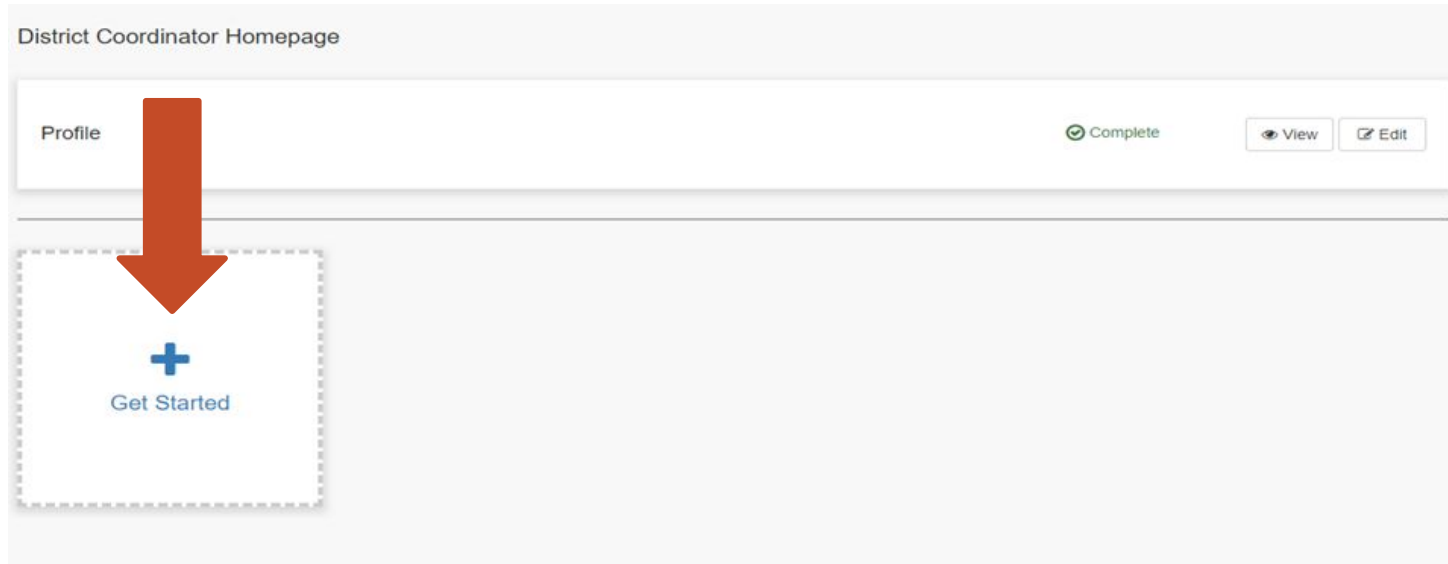
Save Draft

Save



Get Ready to Add Honoree Information

- Click “Get Started.”



Add State-level Honoree Information

- Add honoree information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

State-level Teacher of the Year Honorees - Please use the honoree’s formal name (as it appears in Compass/CODE/etc.)

*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information to the division the district/candidate selects and check the box below.

If any of the honorees serve students in multiple divisions, check this box:

Multiple Divisions

Teacher - Elementary School Division Honoree

Elementary teacher- First Name

Elementary teacher-Last Name

Elementary teacher-School Name

Teacher - Middle School Division Honoree

Middle teacher- First Name



Select Multiple Divisions if Applicable

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions

Principal - Elementary School Division Nominee

Elementary principal- First Name

Elementary principal- Last Name

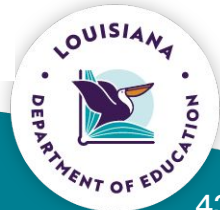
Elementary principal- School Name

Principal - Middle School Division Nominee

Middle principal- First Name

Middle principal- Last Name

Middle principal- School Name



Include Note if Honoree Fits Into Multiple Divisions

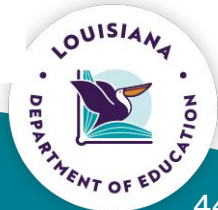
District-Level Principal Nominees - Please list the candidate's formal name (as it appears in Compass/CODE/etc.)

*If a principal serves students in multiple divisions (such as the principal of a K-12 school), please add their information to the division the district/candidate selects and check the box below.

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions

In the textbox below, indicate the candidate's name(s) and grades served.



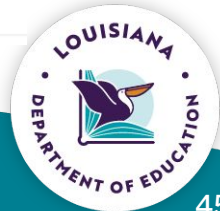
Include Additional Information if Needed

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Submit by January 11, 2024

Basic Instructions:

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District Coordinator Information

Submission

✔ Complete



Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

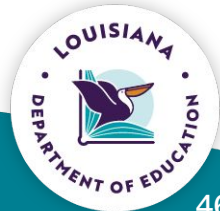
Coordinator Submission

Basic Instructions:

When you have completed every section of the submission, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Submit



Submission Confirmation

- After submitting, you will see a message confirming your submission.

District Coordinator Information

Submission View Edit

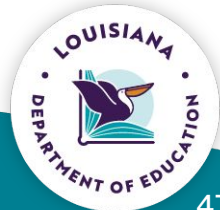

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

First Stage Submission

✓ This has been submitted.



After Submitting

- After submitting the state-level honoree information, you may edit your profile at any time. You will not be able to edit the information for the honoree(s).

Profile	Complete	Edit
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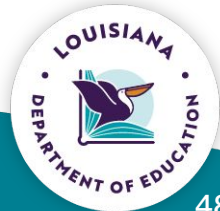
Basic Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is **grey**, in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is **orange**, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is **red**, that means that there is an error and you should reach out to an administrator.

First Name Last Name

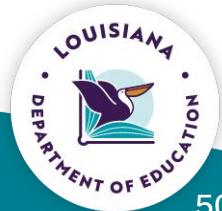


Online Portal Links



Online Portal Links

- Coordinator Online Portal link-
 - https://webportalapp.com/sp/login/ldoe-tpoycoordinator_23-24
- Candidate Online Portal link-
 - https://webportalapp.com/sp/login/ldoe-toy-poy-candidate_23-24

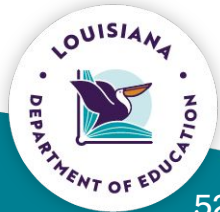


Online Portal Help Desk Form



Online Portal Help Desk Form

- Please complete the [Online Portal Help Desk Form](#) if you anticipate issues submitting information in the portal by January 11.
 - This link will also be shared with candidates.

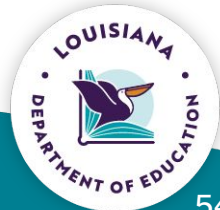


Portal Reports



Portal Reports

- Reports on portal submissions will be shared with coordinators
 - Three Tabs
 - Coordinator Submission Status
 - Coordinator's District/School System Name
 - Submission Status- Draft or Submitted
 - Coordinator's Name
 - TOY Submission Status
 - School System/District Name
 - Submission Status
 - Division Level
 - POY Submission Status
 - Same as TOY



Materials and Information



Teacher and Principal of the Year Materials

- All application materials may be found in the [library](#) on the Teacher and Principal of the Year [website](#).
- Join an [informational/help desk call](#) for tips and pointers on creating a strong state-level application and to view a tutorial of the online application portal.
 - Coordinator/Candidate Call:
 - Webinar Date and Time: December 13 at 4 p.m.
 - Webinar Link: <https://ldoe.zoom.us/j/94685101247>
 - Webinar Phone Number: 312-626-6799
 - Meeting ID#: 946 8510 1247

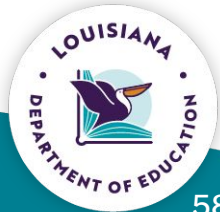


Additional Awards Opportunities



Award Programs Information

- Information about all award programs offered at the Department can be found on the [Award Initiatives Overview](#) Document.
- All stakeholders are encouraged to review and participate in these programs.
- For general questions, please contact excellenteducators@la.gov.



Questions



Questions

- Teacher and Principal of the Year programs-email excellenteducators@la.gov
- New Teacher of the Year-email laurie.carlton@la.gov
- Early Childhood Teacher and Leader of the Year-shallan.jones@la.gov

