

Oklahoma ACTE 2008 Teacher of the Year

Purpose

To recognize teachers who are providing outstanding CareerTech programs for youth and/or adults in their respective fields and communities. Recipients of this award must have made significant contributions toward innovative, unique or novel programs that are serving to improve and promote CareerTech.

Eligibility

Oklahoma ACTE members who are currently employed as full-time classroom/laboratory teachers in a CareerTech program other than at the baccalaureate level are eligible for this award. Contributions and achievements on which the nomination is based should have been made within the past ten years.

The nominee also should have been involved in some capacity in Oklahoma ACTE/ACTE activities at the local, state, regional, and/or national level, and must have been a member of Oklahoma ACTE/ACTE for at least the past five consecutive years. Applicants should contact the division advisor for additional division criteria.

Applicants must not have been the recipients of the Teacher of the Year award in previous years. However, applicants who have previously been named Teacher of the Year may apply for other Oklahoma ACTE/ACTE awards, such as Educator of the Year and the Arch Alexander Award, providing they meet the criteria for the awards.

Application Procedures

Each nominee shall submit a nomination dossier consisting of the following:

1. The Oklahoma ACTE Teacher of the Year Nomination forms become pages 1-2 of the nomination dossier.
2. A program description of no more than two pages should be pages 3-4 of the nomination dossier. This description should address the following: the program's innovative or unique characteristics, its impact on students and the community, the teacher's effectiveness.
3. Support Information becomes pages 5-8. This should include no more than one page each in four sections, as follows:
 - ★ (page 5) Section A - Professional Memberships and Activities (must include dates of service. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 6) Section B - Professional Contributions (may include presentations and publications) (Must include dates. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 7) Section C - Education and Experience Background (to include educational preparation and work experience; should include dates of service for work experience. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 8) Section D - Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions. Please list them from most recent to least recent and then in alphabetical order).

4. Letters of support, limited to a maximum of six, should be pages 9-14 of the nomination dossier. Letters should be one page in length and addressed to the Awards Committee. These letters should come from the following individuals:
 - ★ (page 9) The nominee's immediate supervisor.
 - ★ (page 10) An administrator.
 - ★ (page 11) A current or former student.
 - ★ (page 12) A parent or community lay person.
 - ★ (page 13-14) Two additional letters of choice.
5. Media requirements:
 - ★ A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only.
 - ★ .Jpeg files are preferred.
 - ★ Please smile and take no pictures of back of heads.
 - ★ **Enclose the CD with the dossier in a 9 X 12 envelope.**
6. General Guidelines:
 - ★ Please include a 100-word summary to include a brief program description along with significant contributions impacting the program on the CD in MS Word format. **Send only one CD in the dossier.** This summary will be used as the copy for the program and the basis for script copy.
 - ★ Applicants should submit information **written in the 3rd person context rather than 1st.**
 - ★ Events should be dated and listed with the most recent submitted first.
 - ★ One applicant may not be nominated for two similar awards
7. Formatting Guidelines:
 - ★ All materials must be word processed or typewritten in 12 pt. Times New Roman font on 8-1/2 X 11 sheets of white paper, with 3/4" margins (left, right, top and bottom).
 - ★ Place page numbers at the bottom center of each page.
 - ★ **Submit one original and six (6) copies of the completed materials ALL on three hole-punch paper and the CD in a 9 X 12 envelope.**

All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

The original application must be submitted to the appropriate Oklahoma ACTE Division Awards Chair by the division deadline as shown at the end of this application packet and forwarded by the Oklahoma ACTE Division Awards Chair to the Oklahoma ACTE office by 5:00 p.m., April 30. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.** Any application received after the deadline may be subject to having points deducted by the Awards Committee.

MATERIALS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY OF ALL MATERIALS FOR POSSIBLE FUTURE USE.

Interviews

A selection committee within the appropriate division will evaluate each dossier, using the Oklahoma ACTE Teacher of the Year Awards Committee Evaluation Form. The division selection committee will interview finalists. One person from each division will be recommended to the Oklahoma ACTE Awards Committee as that division's candidate for the Teacher of the Year Award. The Oklahoma ACTE awards committee will interview individuals selected by each division as Teacher of the Year candidates on Sunday, August 3, 2008.

Deadline

All materials must be submitted to the appropriate Division Awards Chair by the Division deadlines and forwarded by the Division Awards Chair to the Oklahoma ACTE office by 5:00 p.m., April 30, 2008.

Oklahoma ACTE 2008 TEACHER OF THE YEAR NOMINATION FORM

Oklahoma ACTE Division _____

Name of Nominee _____
First
MI
Last

This section for use by Oklahoma ACTE Awards Committee:

	Possible Points	Evaluator Score
Program Description	30	_____
1. Innovative, Unique or Novel		
2. Impact of Program		
3. Teacher Effectiveness		
Section A	20	_____
1. Professional Memberships		
2. Professional Association Activities		
Section B	20	_____
1. Outstanding Professional Contributions		
2. Publications		
3. Presentations		
Section C	10	_____
1. Education		
2. Work Experience		
Section D	20	_____
1. Civic, Fraternal and/or Honorary Memberships		
2. Community Activities or Contributions		
Total	100	_____

Teacher of the Year Interview Criteria

1. Knowledge and Interpretation of Critical Issues in CareerTech	15	_____
2. Philosophy of Career & Technology Education....	15	_____
3. Professional Involvement	15	_____
4. Ability to Communicate	10	_____
5. Poise and Presence	10	_____
Interview Total	65	_____
Grand Total	165	_____

Signature of Evaluator _____ Date of Evaluation ____ / ____ / ____

Grand Total _____

Oklahoma ACTE 2008 TEACHER OF THE YEAR

Official Nomination Form

Oklahoma ACTE Division _____

Name of Nominee _____
First MI Last

Business Address _____ Phone () _____

City State Zip

Employer/School _____

Email Address _____ Fax () _____

Nominee's Current Title or Position _____

Subject Currently Taught and/or Other Duties _____

ACTE, OkACTE, and Division Memberships:

Member for _____ years starting in year _____;

Consecutive since _____ to current year. If Life Member, since _____.

.....
Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in CareerTech.

Signature of Nominee _____

Signature of Immediate Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted
by the _____ Division.

Signature of Division Awards Chair or Division President _____
Date

Send completed form with appropriate attachments, to your division awards committee chairperson by the appropriate date as listed below.

**Oklahoma ACTE Division Deadlines for
Teacher of the Year, Outstanding Educator, New Teacher,
New Professional, Pride and Community Service Awards**

DIVISION	DEADLINE	PROCESS
Administration	February 15	Résumé, application form and short biography submitted by February 15. Candidate then prepares dossier.
Adult Workforce Development	January 15	Résumé and Interviews
Agricultural Education	January 15	Candidate prepares dossier
Business & Information Technology Education	January 15 Nominations Due	Nominees must submit a Résumé and 1-page program description. Awards Chair will set time for Interview. Candidate prepares dossier.
CBITS	February 15	Candidate submits Résumé, Application & 1-page summary to be selected for interview by February 15. Interviews held. Candidate then prepares dossier.
Family & Consumer Sciences	January 15	Candidate submits Résumé, Application & 1-page summary to be selected for interview by January 15. Interviews held. Candidate then prepares dossier.
Guidance	Jan 30 Nominations Due	Candidate submits Résumé, Application & 1-page summary to be selected for interview by February 10. Interviews held. Candidate then prepares full dossier.
Health Occupations Education	January 15 Nominations Dues	Application form due January 1. Interview at Mid-Winter and then candidate prepares dossier.
Marketing Education	September 18 Nominations Due	Candidate prepares dossier.
New & Related Services	January 4 Nominations Due	Candidate submits Résumé, Application & 1-page summary to be selected for interview by January 4. Interviews held. Candidate then prepares dossier.
Special Needs	January 15	Résumé, application form and short biography submitted by January 15. Candidate then prepares dossier.
Technology Education	January 15 Candidates Selected	Candidate prepares dossier, first draft is due March 1, final draft due April 6.
Trade & Industrial Education	January 15	Prepare dossier, nominee will then be contacted for interview.

Dossiers for the Francis Tuttle Career Excellence and Arch Alexander Awards are due to the Oklahoma ACTE Office May 1, as there may be multiple candidates from any division.