

THE KANSAS MASTER TEACHER AWARD

Instructions and Nomination Form



Sponsored by

**The Teachers College
EMPORIA STATE UNIVERSITY**

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INSTRUCTIONS

Nominations must be submitted using the following guidelines. Please adhere strictly to the criteria. Those failing to follow the criteria risk the chance of disqualification. Nomination materials are typically prepared by the nominee, a school or district committee, or district communication/community relations personnel. More than one individual may be nominated from a school or USD; however, only one person from a USD will be selected as a Master Teacher. Use the Instructional Checklist to be sure you have completed each item properly. All nominations must be received by 5:00pm on Friday, January 29th at the following address:

Dean of The Teachers College
Emporia State University, Visser Hall 211
1200 Commercial Street, Box 4036
Emporia, KS 66801-5087

Instructional Checklist

- ❑ **Nomination Information:** Read through the entire nomination document before you begin.
- ❑ **Binder Format:** All nomination information should be submitted in a plain black, three-ring binder. Nothing extra should be added to the front, back or sides of the binder.
- ❑ **Cover Page:** Complete the Nomination Form and include it at the beginning of the binder as your cover page. Remember to sign your form and check that all requested information has been completed.
- ❑ **Picture for Press Release:** Please include a recent color photograph, head shots only. There should be one print copy in the portfolio for the reviewers and one digital copy for use in the press releases and the large wall display. The digital copy should be on a CD and have a resolution of at least 300 ppi.
- ❑ **Dividers:** Use six dividers to organize your materials. Label each divider with the appropriate heading, as listed on the following page under *Sections*. They should be PLAIN and should not include any clippings, reduced letters/awards, quotes or photos.
- ❑ **Pages:** Each narrative page should be double spaced. Use 12 pt. or larger font and do not electronically reduce. One side of a page is to be considered as one page. Letters submitted by others will be accepted in single or double spacing.

*Failure to adhere to the nomination guidelines may result in your notebook being disqualified.

Sections: Use the following guidelines for each of the sections.

- **Section 1: Educational Philosophy (2 page maximum)**
Include a 1-2 page educational philosophy of the nominee.

- **Section 2: Unique and/or Outstanding Job Performance (5 page maximum)**
This section should contain additional evidence of unique, creative, and/or outstanding job performance. Evidence of interaction with students is encouraged.

- **Section 3: Outstanding Community Service (2 page maximum)**
This section should include evidence of outstanding community service performed by the nominee. A maximum of two pages of clippings and pictures should be included in this section. Be sure to include dates of service and your reasons for inclusion.

- **Section 4: Continuous Professional Growth (3 page maximum)**
This section should include a maximum of three pages that provide evidence of continuous professional growth.

- **Section 5: Exceptional School Service (Maximum of 9 letters total in notebook)**
In this section, you should include evidence of exceptional school service performed by the nominee. It should include three letters of testimony from **each** of the following classes of contributors: 1) colleagues (present or former), 2) students (present or former), 3) patrons or community officials. Letters may be single spaced. It is important that you stick to these guidelines. Remember, the maximum number of letters is nine. Do not try to include extra letters in other parts of the notebook.

- **Section 6: Participation in Professional Organizations (3 page maximum)**
This section should include evidence of the nominee's participation in professional organizations. List the most recent items first. You may include a maximum of three pages of clippings and pictures in this section. Be sure that dates of participation and reasons for inclusion are evident with each item.

GUIDESHEET FOR NOMINATION

The annual Master Teacher Award granted by Emporia State University is based upon the following criteria:

1. A candidate for the award must have served at least five years in the schools in Kansas as a teacher or administrator. The professional service may have been at the elementary, secondary, or college level.
2. The master teacher should exemplify teaching or administrative effectiveness, constructive service in the community, zeal in promoting the advancement of education, and a sincere interest in professional organizations.
3. The Code of Ethics of the Education Professional adopted by the National Education Association shall serve as a guideline by which the attitude and competency of the master teacher should be appraised. The principles pronounced in the Code of Ethics are stated below.

Code of Ethics of the Education Profession

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principals. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The *Code of Ethics of the Education Profession* indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this *Code* shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Students

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator –

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's

- progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
 5. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly –
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
 6. Shall not use professional relationships with students for private advantage.
 7. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with the trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator –

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency or qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualification of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by 1975 NEA Representative Assembly

NOMINATION FORM
(Be sure to include nomination form in notebook)

Name of Nominee _____
(As you prefer to be released to the press and used on plaques/awards)

Home address _____
(street address, city, state, zip)

Home telephone _____ School telephone _____

E-mail _____ Fax _____

Graduate of _____ High School in _____
(year)

Present professional assignment _____
(include school name) (county)

USD Number		USD Name	
Nominator Name		Nominator Address	
Principal Name		Principal Address	
Superintendent Name		Superintendent Address	

Colleges and universities attended:

Dates of attendance and degrees received:

Record of professional education service (list most recent first):

Inclusive years	School, location, specific assignment

Membership in organizations (professional, religious, civic, etc.)

Special honors or awards received by this nominee:

I hereby give my permission that any or all of the accompanying materials may be shared with persons interested in promoting The Kansas Master Teacher Award program.

Signature of Nominee:

Person submitting Nomination Information – Please Print or Type
Name/Committee Chairperson:
Local School District/Teachers’ Association:
Street Address:
City, State Zip Code
E-mail Address