

## **3<sup>rd</sup> Annual Coconino County Rookie Teacher of the Year Application**

The Coconino County Rookie Teacher of the Year event is a county-wide teacher recognition program that spotlights the contributions of state-accredited public, charter, or private school teachers in grades Pre-Kindergarten through 12<sup>th</sup> grade. The Rookie Teacher of the Year awards event recognizes three exceptionally skilled and dedicated rookie teachers who have gained the respect and admiration of students, parents, and colleagues. These teachers inspire students of all backgrounds and abilities to learn and are dedicated and passionate about education. At the annual awards dinner, these exceptional teachers will be recognized. At the Coconino County Teacher of the Year Awards Banquet, we will honor the Teacher of the Year and the Rookie Teacher of the Year. Additionally, we will honor the Ambassadors for Excellence and the Rookie Ambassadors for Excellence.

Candidates fill out the application which is reviewed by a panel of five judges comprised of educators, business, and community leaders. Using an application rubric, the judges will determine the top candidates to be interviewed in early March 2019. After the interviews, the judges will choose the three finalists. All interviewed candidates will be contacted and three will be notified of their finalist status. Finalists will then be acknowledged at the 2019 Teacher of the Year Award Ceremony.

The 2020 Teacher of the Year Award Ceremony will be held on **Wednesday, April 15, 2020** at the **High Country Conference Center located at 201 West Butler Ave. in Flagstaff.**

There are six sections required to apply for the Rookie Teacher of the Year award; however, prior to completing the application and additional information, certain eligibility requirements must be met. If you have any questions regarding your eligibility, please contact Annie Terhaar at (928) 679-8070 or email at [aterhaar@coconino.az.gov](mailto:aterhaar@coconino.az.gov)

COCONINO COUNTY

**Education Service Agency**

2384 N. Steves Blvd. • Flagstaff, AZ 86004 • Phone 928.679.8070 • Fax 928.526.1469

<http://coconino.az.gov/CCESA> • [www.coconino.az.gov](http://www.coconino.az.gov)

## Rookie Teacher of the Year Eligibility Requirements

To be eligible for the Coconino County Rookie Teacher of the Year, you must:

- Spend a majority (over 50%) of the school day in direct instruction to students;
- Have a valid Arizona teacher certification or valid provisional certification;
- Have completed **ONLY** one (1) full year as a classroom teacher at the time the application is submitted for consideration;
- Teach any grade(s) or combination of grades Pre-Kindergarten through grade 12 in a state-accredited traditional district or charter public school in Coconino County;
- Be a full-time teacher and plan to continue in an active teaching status through the end of 2019-2020 school year.

### Application Instructions

- Observe page limits and spacing; use easy-to-read and no smaller than 12-point font consistently throughout and double-spaced.
- Number the sections and pages; “Candidate Information / Promotion Permission Form” should be page 1.
- Head each of the sections 2-5 of the application with the corresponding page numbers and **bolded title** only. Delete the explanation and criteria after the **title** and insert your responses. Please be sure to provide evidence when asked.
- Mail or deliver the original application packet stapled (not bound), printed on white paper to the address on the Candidate Information / Promotion Permission Form.  
**Packet** includes: (1) signed Candidate Information / Promotion Permission Form as Page 1; (2) responses to sections 2-5; (3) 2 signed, one-page letters of support.
- Please do not include additional materials.
- The original signed application packet must be received in the Superintendent of School’s Office by **Tuesday, January 14, 2020 at 5:00 p.m.**

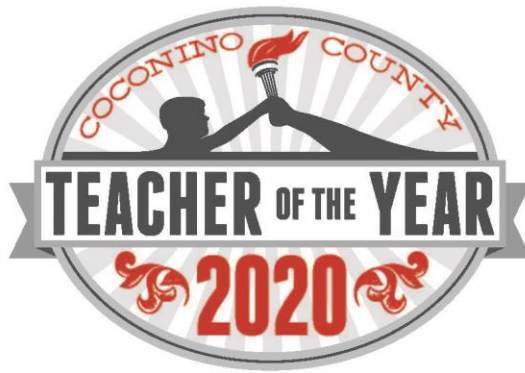
**NOTE:** This is a **received-by** date not a postmarked-by date

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**Candidate Information / Promotion Permission Form**  
**Rookie Teacher of the Year**

This signed form will be page 1 of your original application packet.

Applicant's Name _____
Home Address _____
City _____ Zip _____ Cell # (____) _____
E-Mail (personal) _____
School District/Charter Holder _____
School _____
School Address _____
City _____ Zip _____ Phone (____) _____
Major Subject Area (if any) _____ Grade Level(s) _____
Total Years Teaching Experience _____ Years in Present Position _____
Arizona Teacher Certification Number _____

**Promotion Permission**

I, \_\_\_\_\_, hereby give my permission for any/all of the completed documents in my application packet, future photographs, and any other TOY related documents/information to be shared with interested parties for event promotional purposes. I certify that I personally completed this application and that all of the information found within is truthful.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## 1. Candidate Information / Promotion Permission Form

### 2. Short Biography (150 words)—5 points

Please submit a short biography about yourself written in the third person summarizing your educational and professional background, including your current teaching assignment and other pertinent information.

### 3. Professional Resume, including Educational History and Professional Development Activities (2 double-spaced typed pages; bullet list acceptable) – 10 points

- Beginning with most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- Beginning with most recent, list teaching employment history indicating time period, grade level, and subject area.
- Beginning with most recent, list professional association memberships including information regarding offices held and other relevant activities.
- Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- Beginning with the most recent, list awards and other recognition of your teaching.

#### Criteria for scoring

*The teacher possesses a strong academic background appropriate to the grade level and subject(s) s/he teaches. The teacher shows an interest in becoming involved in their community by joining various organizations and associations.*

### 4. Personal Philosophy (750 words)—15 Points

Describe what makes you an outstanding teacher and tell us about the rewards you find in teaching. How are your beliefs about teaching demonstrated in your personal teaching style?

#### Criteria for scoring

*The teacher clearly states rewards they find in teaching. Teacher provides clear examples of how their teaching style demonstrates their commitment to education.*

### 5. Reflection and Advice (750 words)—15 points

As the 2020 Rookie TOY you are asked to speak to undergraduate students that are considering entering the teaching profession. After one year of teaching, what would your message be to prospective teachers entering the profession?

#### Criteria for scoring

*The teacher can clearly articulate lessons learned from their first year of teaching. Teacher suggests improvements and advancements of which future teachers might take advantage.*

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**6. Letters of Support** (limit 2 signed letters, each a maximum of 1 page) – 10 points

Include **2 signed** one-page letters of support from two **DIFFERENT** categories below:

- Your superintendent, principal or other administrator;
- Your colleague/coworker; OR
- Your student or former student, parent, civic or community leader.

**NOTE:** Prefer letter from current (if applicable) superintendent, principal, or administrator, but **must** include evidence of your effectiveness in the classroom, i.e. assessment data, anecdotes, etc.

**Criteria for scoring**

*Both one-page letters must be signed and should provide evidence of and address the teacher's effectiveness and leadership abilities.*

**Overall Assessment of Application** – 5 points

Areas of consideration: **Appearance, content, grammar, readability, spelling, and organization.**

Refer to "Application Instructions".

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## Checklist

- \_\_\_\_\_ 1. I, along with my principal and district administrators, understand that if chosen as the Rookie CCTOY or Rookie Ambassador, it is imperative that I act as a role model to promote excellence in the teaching profession.
- \_\_\_\_\_ 2. All materials have been carefully checked and proofread.
- \_\_\_\_\_ 3. All responses are within the page/font/margin limitations.
- \_\_\_\_\_ 4. Original application packet is printed on white paper; no cover, binder, or portfolio has been used, and it is only stapled.
- \_\_\_\_\_ 5. No additional materials are included but those requested for submittal in the original application packet.
- \_\_\_\_\_ 6. Original application packet includes **all** of the following in this order:
  - \_\_\_\_\_ Signed Candidate Information / Promotion Permission Form
  - \_\_\_\_\_ Responses to sections 2-5
  - \_\_\_\_\_ 2 signed letters of support (not to exceed one-page each)
- \_\_\_\_\_ 7. The original signed application packet is complete and will be submitted in person or **received by** mail by **Tuesday, January 14, 2020 at 5:00 p.m.** to:

### Application Deadline

Applications must be **received by** Tuesday, January 14, 2020 at 5:00 p.m.

### Mail or deliver original application packet to:

Coconino County Superintendent of School's Office

Attn: Annie Terhaar

2384 N. Steves Blvd.

Flagstaff, AZ 86004

Phone: (928) 679-8070

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