



## **Instructions for completing the 2017 Richland School District One *Teacher of the Year* Application**

Congratulations on your selection as your school's *Teacher of the Year*. As your school's TOY, you will now progress to the District *Teacher of the Year* selection stage. It is essential that all instructions and guidelines pertaining to completing this application are honored with fidelity. No exceptions will be granted. Please review the instructions and guidelines carefully. Again, congratulations and best wishes!

Please limit your answers to the number of pages requested in each section – font style should be Arial or Times New Roman; font size should be 10 point or 12 point. Margins cannot be less than one inch. All pages should be doubled spaced. PDF format required.

Follow the specifications for maximum length allowed. Any additional pages and/or materials submitted will **NOT** be presented to the Selection Committee.

Each application must include one photograph, suitable for publicity purposes (5" x 7" color, head shot, a minimum of 630 x450 pixels).

Section **I** (pages 1-2) must be submitted on the form provided. Sections **II-IX** may be produced using your word processing system but please adhere to the format established in the application. Number the sections and the pages.

The application package must be submitted **(HAND-DELIVERED)** NO LATER THAN **5 pm on Friday, January 27<sup>th</sup>, 2017**. The packet should be delivered to Dr. Traci Young Cooper – Waverley Administration Building; 1225 Oak Street (Suite 101); Columbia, South Carolina, 29204.

# I. Information

## Applicant School Information

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Name of Applicant

School District (**Richland County School District One**)      School Name

School Address      School City

School State      School Zip Code      School Phone

Grade Level Teaching      Subject Teaching

Total Years Teaching Experience      Years in Current Position

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## Applicant Contact Information

Title      First Name      Last Name

Street Address

City      State      Zip Code

Phone Number      Cell Number

Home E-mail      School E-mail

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Are you National Board Certified?

Yes      No



## Survey Information

The following questions are for data collection purposes.

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Did you participate in the Teacher Cadet program in high school?

Yes

No

Did you participate in the Troops to Teachers program?

Yes

No

Are you a certified South Carolina mentor?

Yes

No

Did you participate in the South Carolina Teaching Fellows program?

Yes

No

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I hereby give my permission that any or all of the attached materials (other than home address and home telephone number) may be shared with persons interested in promoting the Richland School District One (District) Teacher of the Year Program. I also acknowledge that if selected as the 2017-2018 Richland One District Teacher of the Year, I will serve as an ambassador for the District and will Chair the Richland One District Teacher Forum.

**Signature of Candidate**

**Date**

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## Assurances

By entering the names below you agree that each person has reviewed your application and given approval for you to proceed with the teacher of the year process.

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### Building Principal

Name

School Name

School Address

City

State

Zip Code

Phone Number

**I acknowledge that the nominee submits this application with my approval. If the nominee is selected as the 2017-2018 Richland One District *Teacher of the Year*, he or she will serve as an Ambassador for the District and will Chair the Richland One District Teacher Forum.**

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Signature of Principal

Date



## II. Educational History and Professional Development Activities

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

Please type the response in the space below - **Educational History and Professional Development** response.

**(Max. two (2) double spaced pages)**

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF

### III. Professional Biography

What factors influenced you to become a teachers? Describe your greatest contributions and accomplishments in education.

Please type the response in the space below - Professional Biography response.

(Max. two (2) double spaced pages)

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF

## IV. Community Involvement

Describe your commitment to your community through service-oriented activities such as volunteer work, civic and other group activities.

Please type the response in the space below - Community Involvement response.

(Max. one (1) double spaced page)

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF



# V. Philosophy of Teaching

- A. Describe your beliefs about teaching, include your ideas of what makes you an outstanding teacher. What rewards do you find in teaching?
- B. How are your beliefs about teaching demonstrated in your personal teaching style?

Please type the response in the space below - Philosophy of Teaching response.

(Max. two (2) double spaced pages)

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF

## VI. Education Issues and Trends

What do you consider to be the major public education issues today? Address one in depth, outlining possible causes, effects and resolutions.

Please type the response in the space below - Education Issues and Trends response.

(Max. two (2) double spaced pages)

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF

## VII. The Teaching Profession

- A. What do you do to strengthen and improve the teaching profession?
- B. What is and/or what should be the basis for accountability in the teaching profession?

Please type the response in the space below – The Teaching Profession response.

(Max. two (2) double spaced pages)

**Font:** Arial or Times New Roman, 10 or 12pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF



**Richland County School District One**  
**Teacher of the Year Platform**

The Richland County District *Teacher of the Year* serves as a spokesperson and representative for the district-wide teacher profession. What would your message be? What would you communicate to your profession and to the public?

Please type the response in the space below – *Teacher of the Year Platform* response.

(Max. two (2) double spaced pages)

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF



## **VIII. Profile of the South Carolina Graduate**

The profile of the South Carolina graduate includes three main components: world class knowledge, world class skills, and life and career characteristics. Please describe how you address these areas in your classroom and the related student outcomes.

**Please type the response in the space below – Profile of the South Carolina Graduate response.**

**(Max. two (1) double spaced page)**

**Font:** Arial or Times New Roman, 10 or 12 pt.

**Margins:** Cannot be less than one inch.

**Format:** PDF





## **IX. Letters of Support**

Include three letters of support from any of the following: Principal, Administrator, Colleague, Student/Former Student, Parent, or Civic Leader. Letters of support should not be on letterhead.

(Please adhere to the three letter limit, each letter a maximum of **ONE PAGE**) – Include the letters in your hand-delivered packet.

## **X. Publicity Photo**

Please attach one color 5 X 7 photograph suitable for publicity.

(Minimum **630x450** pixels)

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**For more information please contact:**

Dr. Traci Young Cooper  
Richland County School District One  
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1225 Oak Street – Suite 101  
Columbia, South Carolina 29204  
Mail Code: 634  
[traci.cooper@richlandone.org](mailto:traci.cooper@richlandone.org)

803-231-6842 (Office)  
(803) 479-5259 (District Cell)

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