**Application Guidelines**

**(Do NOT submit these pages with your application)**

Please provide all information requested and enclose the application on 8 1/2" x 11" white paper, stapled in the upper left-hand corner. The application should not be enclosed in a folder of any kind.

When applicable, please limit your answers to the number of words requested in each section. In order to provide all applicants with an equal opportunity, only the number of words requested will be considered. ***Additional pages and/or materials may be presented to support written responses***.

**Submit *four* copies of the application to your local CORE office.**

Below is a summary of the application components and guidelines for completing each section.

**Basic Information**

Complete this section in its entirety. Sections left incomplete will result in a score reduction. Please check for accuracy prior to submission.

**Professional Resume**

**Education (*only include degrees that have been conferred*)**: List the educational institutions and degrees you have obtained beginning with the most recent, in a bulleted list, as follows:

* Year, Degree, Institution, City, State

**Licenses & Endorsements**: List your valid license and all valid endorsements (***based on the information listed in*** [***TNCompass***](https://tdoe.tncompass.org/Account/Login)) in a bulleted list as follows:

* Month, Year, License
	+ Endorsement code, endorsement name

**Professional Leadership Positions**: List any professional leadership positions you have held, in reverse chronological order, in a bulleted list as follows:

* Year(s), Position, Institution or Organization

**Awards and Other Recognition**: List any awards or recognition (i.e., district Teacher of the Year, published articles, presentations, etc. related to your teaching experience) you have received for your work as an educator, in reverse chronological order, in a bulleted list as follows. Do NOT attach hard copies of certificates or awards.

* Year, Award, Institution or Organization

**Community Leadership/Involvement**: List any leadership positions you have held or community organizations you have been involved with, in reverse chronological order, in a bulleted list as follows:

* Year(s), Position, Institution or Organization

**Professional Experience**: List your job responsibilities using bullet points using the format below. Please limit to no more than five for each position.

* Years, Position, Employer
	+ Job duties
	+ Job duties

**Response Questions**

Review the response questions listed at the end of the application and submit your responses in the spaces provided.

**Tennessee Teacher of the Year**

**2019-20 Application**

**Part I – *District-level finalists complete part I to progress to the region-level selection process. Submit four copies to your CORE office by Feb. 8, 2019.***

**Basic Information**

|  |
| --- |
| Applicant Name: |
| Home Address: |
| Work Email Address: | Personal Email Address: |
| Mobile Phone: | TN Educator License Number:  |

|  |
| --- |
| **School Information** |
| School Name: | Principal: |
| School Address: |
| School Phone: |
| Grade Level and Subject (currently teaching): |
| School Profile (circle one): Rural Urban Suburban |
| **District Information** |
| District: | Director of Schools: |
| District Address: |
| CORE Region:  |
| **I have…** |
| Years of Experience in Present Position: |
| Years of Total Teaching Experience:  |
| Years of Experience in TN Public Schools: |

**Professional Résumé**

Below, please list your professional resume as a bulleted list or separate line of text. Categories are as follows:

1. **Education**

Undergraduate:

E.g.: Nashville University, BA, 2001

Graduate: (only include degrees that have been conferred)

1. **License(s) and Endorsement Areas (*Please include license(s) and endorsement(s) from TNCompass*.)**

Active License(s):

E.g.: Professional – 6 Year

Active Endorsement Area(s):

E.g.: 413-Mathematics 7-12

1. **Professional Leadership Positions**

E.g.: 2015-16 – Mentor Teacher, Main Street School

1. **Awards and Other Recognition *(*Please include all awards and recognition, i.e., district Teacher of the Year, published articles, presentations, etc. related to your teaching experience.)**

E.g.: 2017-18 – Main County Teacher of the Year

1. **Community Leadership/Involvement *(*Please list all positions and activities NOT related to your professional teaching experience.)**

E.g.: 2016-17 – Youth Mentor – Main Street Community Center

1. **Professional Experience (*List your job responsibilities using bullet points. Please limit to no more than five for each position*.)**

E.g.: 2012-current – Fourth Grade Teacher, Main Street School

* Job duties
* Job duties

**Response Questions**

Respond to the questions below. Be sure to include supporting documentation when required.

1. Explain how your classroom practices have resulted in high levels of growth and learning for all students in your classroom. Use evidence and data to support your response. *Do not exceed 500 words.*

2. Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you collaborate with others, and what is the status of this project today? Include evidence of student impact in your response (may include additional supporting documentation). *Do not exceed 500 words.*