



*Indiana*  
DEPARTMENT OF  
EDUCATION

**INTOY**



# 2022 INTOY

## Building, District, and State Level Selection Processes



# Indiana Department of Education

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Dr. Katie Jenner, Secretary of Education

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# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

February 19, 2021

Dear Superintendents and Principals:

Each year, the Indiana Department of Education (IDOE) conducts the Indiana Teacher of the Year program to recognize outstanding classroom teachers from across the state. From this talented group, one person is selected to represent Indiana teachers at the national level, in accordance with National Teacher of the Year guidelines.

A candidate for Indiana Teacher of the Year (INTOY) is a teacher in a state-approved or accredited school, prekindergarten through grade twelve, who is planning to continue in an active teaching status. The INTOY candidate has the respect and admiration of their colleagues and:

1. Is an expert in their field, who guides students of all backgrounds and abilities to achieve excellence.
2. Collaborates with colleagues, students, and families to create a school culture of respect and success.
3. Deliberately connects the classroom and key stakeholders to foster a strong community at large.
4. Demonstrates leadership and innovation inside and outside of the classroom walls that embodies lifelong learning.
5. Expresses themselves in an engaging and articulate way.

The Council of Chief State School Officers (CCSSO) sponsors the National Teacher of the Year (NTOY) program and hosts national events that will begin in Spring 2022. These events include a week-long induction for all state Teachers of the Year; a week-long trip to Washington, D.C., for recognition by the President; Educator Space Camp in Huntsville, Alabama; and other workshops with policymakers. Based on feedback from school superintendents in previous years, IDOE is committed to working with the recipient and their school to support a year of service that allows the teacher to remain in the classroom while supporting release time to participate in valuable opportunities as a voice for Indiana educators.

As we work to attract and retain the best and brightest teachers in Indiana, this is one way we can elevate the profession and celebrate the men and women who dedicate their lives to helping Hoosier youth achieve their greatest potential. I hope you will join me in helping to ensure these incredible educators are celebrated and recognized.

Sincerely,

Dr. Katie Jenner  
Indiana Secretary of Education



## Selection Process

### Building and District Process

**March - May 2021:** School districts recognize building Teachers of the Year (TOY) and implement a process for determining District Teacher(s) of the Year. **Each school district *may* nominate their locally recognized TOYs from both the 2019-2020 and 2020-2021 school years to allow up to four teachers, two at the elementary and two at the secondary level, from each district to be considered during the 2022 Indiana Teacher of the Year selection process.** Since grade divisions and classroom arrangements vary across the state, each district will outline their own process. A strong local process is public, democratic, transparent, and involves multiple stakeholders. Most importantly, all nominations must be void of any type of discrimination.

School districts can utilize various processes to recognize a **building** Teacher of the Year recipient.

**The following is a *suggested*, not prescribed or mandated method for selecting a building Teacher of the Year:**

- 1.) Staff members vote by ballot for a Teacher of the Year in their respective building.
- 2.) A local selection committee is created, made up of former recipients, business leaders, School Board members, Union representation, parent group members, Higher Education staff, media and various other local organizations.
  - Select members of the committee tally votes and report a final three per building to each building principal.
- 3.) A second round of voting within each building takes place.
- 4.) Selection committee members report to building principals which of the final three teachers garnered the most votes.
- 5.) Principals publicly conduct Building Teacher of the Year announcements.

School districts can utilize various processes to select their **district nominee(s)** for the Indiana Teacher of the Year program. Typically, building recipients are given the opportunity to produce a locally developed portfolio that will be reviewed by the local Selection Committee. However, the production of the portfolio is not mandatory (as other creative and fair methods are in place across the state). If a district does ask building recipients to produce a portfolio, the Indiana Department of Education (IDOE) suggests modeling the portfolio off of the state application.

### **Keys to a successful local process:**

- Maintain a focus on local teacher public recognition as the motivation for implementing a TOY program;
- Explore appropriate rewards, sponsorships, public speaking and marketing possibilities both within your district and externally with local businesses and organizations;
- Select your nominee early to allow ample time for preparation of the INTOY application;
- Share the good news about great teachers!
- **Encourage your nominee(s) to submit the application to IDOE by Friday, July 2.**



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## State Process

### **Early July 2021**

The Indiana Teacher of the Year **Screening Committee** reviews all eligible applications. The Screening Committee will be made up of former INTOY recipients, IDOE staff, educational organization leaders, business and community leaders, as well as representatives from Higher Education.

- All Screening Committee members will be given explicit direction on scoring by the State Coordinator (see “[Scoring Guide](https://www.doe.in.gov/toy)” at <https://www.doe.in.gov/toy>). To avoid implicit bias, JPEG head shots will not be shared during this phase of the screening. If the candidate includes images of themselves within the application, those images will not be altered.
- All applications are independently scored by two members of the Screening Committee.
- The 25 applications with the highest total score will move onto the Selection Committee.
- At the conclusion of the screening phase, the State Coordinator will inform all applicants of their application status.

### **Late July 2021**

The Indiana Teacher of the Year **Selection Committee** reviews all eligible applications. The Selection Committee will be made up of former INTOY recipients, IDOE staff, educational organization leaders, business and community leaders, and representatives from Higher Education.

- All Selection Committee members will be given explicit direction on scoring by the State Coordinator (see “[Scoring Guide](https://www.doe.in.gov/toy)” at <https://www.doe.in.gov/toy>). To avoid implicit bias, JPEG Head Shots will not be shared during this phase of the screening. If the candidate includes images of themselves within the application, those images will not be altered.
- All applications are independently scored by two members of the Selection Committee.
- The ten applications with the highest total score will move onto the “Top-10”.
- The State Coordinator will inform all applicants of their application status.

### **August 2021**

- IDOE publicly announces the Top10 INTOY finalists
- Top-10 Finalists are interviewed

### **October 2021**

- 2022 INTOY Announcement

### **October 2021- May 2022**

- Teacher of the Year Induction and Recognition (requiring minimal classroom release days supported by IDOE in collaboration with the INTOY’s district)
- 2022 INTOY Recognition Ceremony (Date TBD)
- INTOY participation in CCSSO’s Teacher of the Year Induction and other CCSSO Teacher of the Year events

### **June 2022-May 2023**

- Teacher Year of Service (requiring minimal classroom release days supported by IDOE in collaboration with the INTOY’s district)