

Indiana
DEPARTMENT OF
EDUCATION

INTOY



2021 INTOY

**Building, District, and State Level
Selection Processes**

Indiana Teacher of the Year Sponsors



Selection Process

Building and District Process

April- May 2020: 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 two teachers, one at the elementary and one at the secondary level.** 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 publically 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 July 3.**

State Process

Early July

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” at <http://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

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” at <http://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

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

September

- 2021 INTOY Announcement

October 2

- 2021 INTOY Evening Recognition Ceremony

January-December 2021

- ITOY participation in CCSSO’s Teacher of the Year Induction and other CCSSO Teacher of the Year events
- Teacher Year of Service (requiring minimal classroom release days supported by IDOE in collaboration with the ITOY’s district)