

MASTER TEACHER APPLICATION
Guidelines and Criteria for Submission

1. Submit four (4) copies of the 12-page narrative to the Warren County Educational Service Center, 320 East Silver Street, Lebanon, Ohio 45036, postmarked (or hand-delivered) by the published deadline.
2. Please do not place narratives in binders, notebooks, or folders of any kind. (A plain manila envelope with your school/home return address will be sufficient.)
3. Use a cover page that identifies only the application number.
4. Label each page of the narrative with your identification number in the upper right-hand corner.
Label each artifact of evidence with your identification number in the upper right-hand corner.
5. Staple the narrative in the upper left-hand corner of each copy.
6. Redact (white out or identify with letters/numbers) all references to students, district, building, other teachers, or community-based names.

Emails can be placed in a log.
7. DO NOT submit original copies of artifacts. Digital photographs of 3D work or large objects can be used as evidence. No videotapes or CDs will be reviewed.

(It is suggested that you secure parent permission to submit student work. See your district's guidelines).
8. Narratives should be double-spaced, one-sided, 12 pt. font, Times New Roman, with one-inch margins.
9. Please review the rubric for each area of the narrative. Reference the evidence used in the body of narrative.
10. Applications that do not follow these guidelines will be returned, unscored.

EXAMPLES OF PORTIONS OF PORTFOLIO ENTRIES

Criterion A: Consistent Leadership

Sample A1

*With my work on the professional development committee I am an active participant in the respect that I help plan and provide high quality PD offerings in our district. I served on the team that researched and planned a series of in-service opportunities for my colleagues around Debra Pickerington and Robert Marzano's book titled **Strategies that Work**. The sub-committee worked with teachers to teach, discuss and plan the implementation of some of the strategies identified, collect student samples and then attend a second session to report and share achievement results on students based on these strategies. As you can see noted in the evidence provided, E1 is a summary*

chart of the primary findings with the targeted strategies and our plan for next steps. I created this chart for the presentation team to see their efforts unfold into actual student work samples. It was exciting to see our efforts demonstrated in improved student work based on the samples teachers shared. This evidence supports the ongoing efforts of learning for the team and how it relates to the learning across the district. The committee was pleased with the overall results and in many cases the teachers wanted to keep on meeting to share their successes and to ask questions of other colleagues trying to implement the same strategy. I will continue to facilitate these sessions for district teachers.

Example excerpt from Master Teacher Website. Score of 2

See website for additional example (right click to open link). Note: This example is an excerpt.
<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=1598&Content=66396>