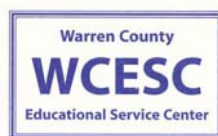


MASTER TEACHER PROGRAM GUIDELINES



2010-2011
Revised 10/19/2010



**Warren County
Educational Service Center
and Consortium**

**MASTER TEACHER PROGRAM CONSORTIUM
District Contacts for Information Distribution
2010-2011**

Carlisle Local School District	Larry Hook Chuck Wiggins
Kings Local School District	Jerry Gasper
Little Miami Local School District	Pam Coates
Wayne Local School District	Pat Dubbs
Lebanon City School District	Becky Hill
Springboro City School District	Gene Lolli
Warren County Career Center	Joel Anderson
OEA	Marla Bell
Warren County Educational Service Center	Yolande Grizinski

WARREN COUNTY EDUCATIONAL SERVICE CENTER
320 East Silver Street
Lebanon Ohio 45036
513-695-2900 Phone
513-695-2961 Fax

INTRODUCTION

OHIO MASTER TEACHER PROGRAM

Senate Bill 2 directed the Educator Standards Board to define a “master teacher” in a manner that can be used uniformly by all districts and to adopt multiple, equal-weighted criteria to use in determining whether a person is a master teacher. It also directed districts to report the number of master teachers employed in the education management information system and the Ohio Department of Education to include the number of master teachers employed by each district on the district’s and building’s local report card.

DEFINITION OF A MASTER TEACHER

A master teacher demonstrates excellence inside and outside of the classroom through consistent leadership and focused collaboration to maximize student learning. A master teacher strives for distinguished teaching and continued professional growth as specified by *The Ohio Standards for the Teaching Profession*:

1. Teachers understand student learning and development, and respect the diversity of the students they teach.
2. Teachers know and understand the content area for which they have instructional responsibility.
3. Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual student.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.
7. Teachers assume responsibility for professional growth, performance, and involvement as an individual and as a member of a learning community.

CRITERIA

To be designated as a Master Teacher in Ohio, eligible educators must clearly demonstrate each of the following criteria as described in the *Ohio Standards for the Teaching Profession* (<http://esb.ode.state.oh.us>). Master teachers will achieve exemplary scores in four of five areas on the scoring guide.

- A. Consistent Leadership:** Master teachers ensure student learning and well being by participating in decision-making and initiating innovations and improvements for school change. They are leaders who empower and influence others. They engage in a variety of leadership roles and perform thoughtful stewardship responsibilities for the school community and the profession.

- B. **Focused Collaboration:** Master teachers work with educators, students, families and communities to create relationships; share knowledge, practice responsibility; community effectively and support student learning. They respond to the needs of their colleagues and students in a timely and competent manner.
- C. **Distinguished Teaching - Focus on Students and Environment:** Master teachers analyze individual and group student development to connect instruction to students' needs, interests and prior knowledge. They strive to create an environment that engages learners in inquiry, promotes high levels of learning for all students and creates a culture of civility and success.
- D. **Distinguished Teaching - Focus on Content, Instruction and Assessment:** Master teachers have a deep and reflective understanding of the academic content they teach. They use multiple assessments to evaluate student learning and inform instruction. They continually reflect on student outcomes and make decisions to promote high levels of learning for all students.
- E. **Continued Professional Growth:** Master teachers engage in a continuous professional development and reflection. They use multiple resources to shape the focus and goals of their professional development including student learning, assessment data, researched best practices and school and district goals. They evaluate their personal growth, understanding and application of knowledge and develop an appropriate professional plan.

MASTER TEACHER CONSORTIUM

MEMBERSHIP, QUALIFICATIONS, TRAINING

The Master Teacher Committee (MTC) shall consist of the following:

Carlisle	2 teachers and 1 administrator
Kings	2 teachers and 1 administrator
Little Miami	2 teachers and 1 administrator
Waynesville	2 teachers and 1 administrator
Lebanon	2 teachers and 1 administrator
Springboro	2 teachers and 1 administrator
W.C. Career Center	2 teachers and 1 administrator

The teacher members shall be appointed by their association. Administrative members shall be appointed by the superintendent. For the initial year every effort will be made to appoint National Board Certified members to the committee. Thereafter appointments may be made from the pool of approved Master Teachers.

Each member of the MTC shall participate in professional development designed to prepare them for their role. Each member will understand and maintain confidentiality of applications received and scoring results.

ROLES AND TERMS OF OFFICE

Each member of the MTC shall serve a term of two (2) years and consist of the following roles and corresponding terms of office.

The Chairperson shall be elected by a written majority vote of the MTC. Any person interested in serving may self-nominate. The Chairperson shall be elected for a two-year term, with the "term" to run from August to August.

The duties of the Chairperson shall include:

- A. Presiding at all MTC meetings
- B. Liaison with the Warren County ESC (all applications are submitted to the ESC)
- C. Maintain the MTC Reporting Form for EMIS reporting
- D. Assign applications to two (2) committee members who will be the readers (readers will not review applications from his/her home district)
- E. Facilitate notice of approval or non-approval to the teacher utilizing the Master Teacher Candidate's Score Report
- F. Facilitate the appeals process, if necessary

The duties of all Committee Members:

- A. Read and score assigned applications
- B. Submit score report to the Chairperson
- C. Serve on appeals committee as assigned

SCORING DISCREPANCY

If the two readers do not agree on approval of the Master Teacher status, the Chairperson will assign a third reader to review the application. Final status for the candidate will be based on the scoring of two of the three readers.

APPEALS PROCESS

Based on Ohio Department of Education requirements no appeals will be considered based on scoring of a candidate's application. Teachers may initiate an appeal based upon a belief that the processes and procedures outlines in the application process were not followed. An appeal must be submitted to the Chairperson within 10 calendar days of receipt of the Master Teacher Candidate's Score Report. The Chairperson will appoint three (3) members of the MTC who were not original readers of the application to hear the appeal. The decision of this group is final.

TIMELINE FOR MASTER TEACHER APPLICATION SUBMISSIONS

SCHOOL YEAR 2010-2011

OCTOBER 2010	Roll out of information to all eligible staff
FEBRUARY 4, 2011	Letter of Intent deadline for all eligible staff (National Board Certified Teachers who are in the process of applying should notify the Consortium at this time. National Board Certified Teachers will be notified in December of their status by the National Board.)
THURSDAY, MARCH 10, 2011	Applications postmarked or hand-delivered to the Warren County Educational Service Center, 320 East Silver Street, Lebanon Ohio 45036 by 4:00 p.m.
MARCH 28, 2011	Scoring training for all committee members, 8:00-10:00 a.m. Scoring portfolios, 10:00 a.m.-4:30 p.m.
APRIL 2011	Scoring completed, applicants notified, Master Teacher names submitted to each Superintendent and Master Teacher district contact.

OHIO MASTER TEACHER APPLICATION DOCUMENTATION LIST

The process for applying for Ohio Master Teacher is outlined as a checklist below. It is important to refer to and comply with the Master Teacher requirements and guidelines outlined in the documents for your district. There is no appeals process for reassessing the content of your application. A candidate who is not designated as Master Teacher in a given year may reapply the following year.

1. Valid Eligibility
 - Certificate
 - Verification of completion of 7 years (public education)
 - i. Current public school district
 - ii. Substitute teaching (minimum 120 days)
 - iii. Out-of-state experience
 - iv. Charter school
 - v. More than one district
 - vi. State Teachers Retirement System credit verification by applicant if there is a question of experience
 - Contract of 120 days
 - Teaching contract

2. Valid waived certification
(Exemplary status: Refer to ODE "Candidate's Checklist for Submission of Materials" for allowable application *exemptions*.)
 - Current National Board Certification
 - Ohio Teacher of the Year within the past 5 years
 - Presidential Award for Excellence in Math and Science within the past 5 years

3. Master Teacher Application/Narrative - Your assigned number must be on every page
 - SECTION I: Candidate Information Sheet
 - SECTION II: Writing and Evidence Guidelines
 - SECTION III: Written Narrative (A, B, C, D, E)
 - SECTION IV: Score (will be completed by the review committee)
 - i. Must attain exemplary scores in four of five areas on the scoring guide
 - ii. Refer to the *Standards for Ohio Educators* and scoring guide
 - iii. Candidate will receive a score summary sheet upon the completion of scoring by the review committee

Please include ODE "Candidate's Checklist" and ODE "Master Teacher Application/Narrative" as the next pages of this document.