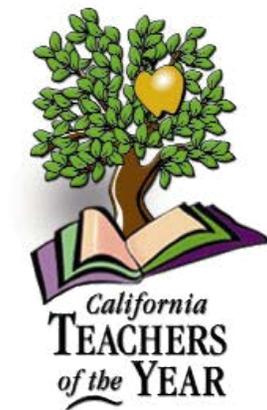


# California Department of Education 2021 California Teachers of the Year



## Application

Thank you for applying for the 2021 California Teachers of the Year (TOY) Program. We appreciate your willingness to recognize California's exemplary teachers. California TOY applicants represent all of California's teachers and symbolize the profession's contributions to quality education.



This document is the official California Department of Education (CDE) 2021 California Teachers of the Year (TOY) Application (Application). For your convenience, the Application has been formatted in a fillable PDF so it can be used as a working document. The Application must be downloaded and saved to a directory or desktop before data entry begins. The Application is locked so that the question content, size, and spacing may not be altered. The Application contains text and numeric fields that appear as small gray boxes for data entry.

**On-site Classroom Visit Update:** Due to the COVID-19 pandemic, the California TOY Program will not be traveling to do on-site classroom observations of finalists in the fall. Therefore, all applicants who are selected as a finalist will be required to provide a teaching video in lieu of receiving an on-site classroom observation to move onto the second round of screening. **Please note: A Teaching Video is not required when you submit this Application. Only applicants who are selected as a finalist, to move onto the second round of screening, will be invited to submit a Teaching Video.** Please see the Teaching Video: Finalists Only component of this Application for additional information.

## Required Format of Written Components

Failure to observe the formatting requirements may result in disqualification. The written application components must be in the required format:

- Must be submitted as either a .pdf or .doc file using 12-point Arial font, double spaced.
- Must have margins set at 1 inch on all sides (top, left, right, and bottom). Do not use compressed type.
- Should have a title at the top of each page.
- Should be numbered at the bottom center of the page.
- Should not have track changes or any editing markings.

## Required Components for a Complete Application

Failure to include the required components may result in disqualification. Applicants must include each of the required components to submit a complete application:

- [Applicant Information](#) ([Applicant certification](#) is required.)
- [School Information](#) ([Principal certification](#) is required.)

- [District Information](#) ([District Superintendent certification](#) is required.)
- [County Office of Education Information](#) ([County Superintendent certification](#) is required.)
- [TOY County Coordinator Information](#) ([TOY County Coordinator Certification](#) is required.)
- [Introductory Letter](#)
- [Professional Resume](#)
- [Professional Biography](#)
- [Essays](#) 1-6
- [Letters of Recommendation](#) 1-3

The Application must be submitted as one complete file. All Application components must be included in the one file.

Name your complete Application file as follows: County name (Do not include the words County Office of Education) followed by applicant Last Name and First Name followed by the word Application. For example: Sacramento Smith Jane Application.

Prior to submitting your Application, review it carefully. Make sure all information is complete and accurate. Failure to provide a complete Application by the due date will result in your candidate being disqualified from the 2021 California TOY Program.

## Due Date and Submission Options

COEs work directly with their selected 2021 California TOY applicants. COEs are required to submit a complete application for each 2021 California TOY applicant **by 11:59 p.m. on Thursday, August 27, 2020.**

Complete Applications may be submitted by COEs by electronic uploading or mail.

Complete Applications may be emailed to the Awards Team mailbox at [awards@cde.ca.gov](mailto:awards@cde.ca.gov).

Complete Applications may also be mailed on a USB Flash Drive to:

Student Achievement and Support Division  
Awards Team - California Teachers of the Year Program  
California Department of Education  
1430 N Street, Suite 6208  
Sacramento, CA 95814-5901

## Resources

If you need assistance with your Application, please contact your California TOY County Coordinator. You can find contact information for County Coordinators on the CDE CA School Recognition Program County Coordinators web page at <https://www.cde.ca.gov/ta/sr/cs/coordinators.asp>.

If you have any questions regarding the California TOY Program, please contact Patricia McLeod, Staff Services Manager I, Awards Team, by phone at 916-319-0555 or by email at [pmcleod@cde.ca.gov](mailto:pmcleod@cde.ca.gov) or the Awards Team by phone at 916-319-0842 or by email at [awards@cde.ca.gov](mailto:awards@cde.ca.gov).

**\*Note:** The California School Recognition Program uses the CDE California School Directory (Directory) for county, district, and school names. You can access the Directory on the CDE California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

## Applicant Information

First Name

Last Name

Preferred Name

Personal Address

City

Zip Code

Personal Phone Number

Personal Email

School Email

Subject Area(s) Currently Teaching

Grade Level(s) Currently Teaching

Total Years Teaching

Years in Current Position

Twitter Handle

Facebook Profile

Instagram Profile

Personal Blog Site

Personal Website

Other Social Media

1. Professional Association Memberships (*write in all that apply*)

National Education Association (NEA)

American Federation of Teachers (AFT)

Association for Supervision and Curriculum Development (ASCD)

National Council of Teachers of English (NCTE)

National Council of Teachers of Mathematics (NCTM)

National Science Teaching Association (NSTA)

National Association for Music Education (NafME)

Other (*specify*)

2. National Board-Certified Teacher?

Yes

No

In Progress

3. Do you speak a language other than English fluently?

Yes, I speak

No

4. (**Optional**) What is your gender identity?\*

Woman

Man

Non-binary/Third gender

Prefer to self-describe

Decline to answer

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\* The Teacher of the Year will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basis of disability. Questions 4, 5, and 6 are optional for the California Teachers of the Year Application.

5. **(Optional)** Which category below includes your age?\*

21–29

30–39

40–49

50–59

60 or older

Decline to answer

6. **(Optional)** What is your ethnicity?\*

White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Not Hispanic or Latino.)

Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.)

Black/African American (A person having origins in any of the Black racial groups of Africa.)

Native Hawaiian/Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

Native American/Alaskan Native (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)

Decline to Answer

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\* The Teacher of the Year will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basis of disability. Questions 4, 5, and 6 are optional for the California Teachers of the Year Application.

## **Applicant School Schedule**

Arrival Time at School

Lunch Time

Preparation or Non-Teaching Time

Departure Time from School

Days and/or times school will be on an alternate schedule or will **not** be in session for September–October 2020

## **Applicant Certification**

*I hereby certify that, to the best of my knowledge, the content of this application is accurate and complete. I give my permission for the California Department of Education to share all or any part of this application with persons interested in promoting the California Teachers of the Year Program.*

Applicant Signature of Certification

Applicant Certification Date

The Applicant should type their name in the field above, which will serve as a signature that certifies agreement with the statement above.

## Certification Statements

The following certifications require the signatures of the school principal, district superintendent, county superintendent, and TOY County Coordinator.

*California TOYs serve from January to December for their year of service. In past years, teachers have been called away from their classrooms for as many as 30 instructional days over a period of three to five years, and several days in following years.*

*The employer of each 2021 California TOY is responsible for any costs associated with necessary release time without adversely affecting the applicant's salary or benefits.*

*The district or county office of each 2021 California TOY is responsible for all necessary release time and travel costs associated with being selected as a 2021 California TOY from the day forward as long as they are in your district.*

*In addition, 2021 California TOYs will be expected to travel to Sacramento several times during their year of service and approximately 1 to 2 times a year for the next ten years. The district or county will be expected to cover substitute teacher fees, as well as travel expenses, when necessary.*

*I certify that I understand and approve of the time, travel, and cost obligations should this applicant become a 2021 California TOY.*

*I understand that, if selected as a 2021 California Teacher of the Year, or as a finalist, the teacher may receive gifts or merchandise from program sponsors and he/she will be excluded from any district policy governing the acceptance of gifts.*

*I give my permission for the CDE to share all, or any part of, this Application with persons interested in promoting the 2021 California TOY Program.*

*I hereby certify that, to the best of my knowledge, the content of this Application is accurate and complete. I support this applicant for the 2021 California TOY Program and commit my organization to the responsibilities described in this Application.*

## School Information

County District School Code

School Name\*

School Address

City

Zip Code

Principal First Name

Principal Last Name

Principal Phone Number

Principal Email

## School Demographics

1. Total school enrollment:
2. Number of students, at the school, in each of the student groups below:

American Indian/Alaska Native

Asian

Black or African American

Filipino

Hispanic or Latino

Native Hawaiian/Pacific Islander

White

Two or More Races

English Learners

Foster Youth

Homeless

Socioeconomically Disadvantaged

Students with Disabilities

3. Which type best describes your school?

Traditional Public

Charter Public

Private

Other (please specify)

4. Which category best describes where your school is located?

Rural

Suburban

Urban

Other (please specify)

5. Does your school receive Title I funding?

Yes

No

If yes, indicate type of program:

Schoolwide

Targeted Assistance

## Principal Certification

Principal Signature of Certification

Principal Certification Date

The Principal should type their name in the field above, which will serve as a signature that certifies agreement with the [Certification Statements](#).

## District Information

Name\*

Address

City

Zip Code

District Superintendent First Name

District Superintendent Last Name

District Superintendent Phone Number

District Superintendent Email

## District Demographics

1. Total District enrollment:

## District Superintendent Certification

District Superintendent  
Signature of Certification

District Superintendent  
Certification Date

The District Superintendent should type their name in the field above, which will serve as a signature that certifies agreement with the [Certification Statements](#).

## County Office of Education Information

Name\*

Address

City

Zip Code

County Superintendent First Name

County Superintendent First Name

County Superintendent Phone Number

County Superintendent Email

## County Superintendent Certification

County Superintendent  
Signature of Certification

County Superintendent  
Certification Date

The County Superintendent should type their name in the field above, which will serve as a signature that certifies agreement with the [Certification Statements](#).

## TOY County Coordinator Information

First Name

Last Name

Office Name

Address

City

Zip Code

Phone Number

Email

## TOY County Coordinator Certification

TOY County Coordinator Signature of  
Certification

TOY County Coordinator Certification  
Date

The TOY County Coordinator should type their name in the field above, which will serve as a signature that certifies agreement with the [Certification Statements](#).

## Introductory Letter

Provide an introductory letter from the applicant to the Evaluation Committee. Not to exceed two pages.

The letter should present a powerful statement about your commitment to continued achievement for all students.

Include the following criteria:

- Explain what is like to be a student in your class.
- Relate an inspirational vignette from your own teaching experience that illustrates an important aspect of education.
- Paint a clear picture that helps the reader to envision a typical day.
- Include a brief example of an ideal real day and a brief example of how you turned a challenging moment into a teachable moment.
- **Optional:** Consider providing examples that reflect your work implementing accelerated learning in response to the COVID-19 pandemic.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Professional Resume

Provide a professional resume from the applicant. Not to exceed two pages.

Include the applicants accomplishments in the areas listed below, beginning with the five most recent items in chronological order (most recent first):

- **Education** – Colleges and Universities attended (including postgraduate studies), degrees earned, majors, and years of attendance.
- **Certifications** – Professional association memberships, including information regarding offices held, year obtained, and other relevant activities.
- **Work Experience** – Teaching employment history with title, organization, years in position, grade level, and subject area of each assignment.
- **Leadership Experience** – Staff development position, organization, years in position, leadership activities, mentorships, and leadership activities in the training of future and current teachers that you have presented.
- **Awards and Other Recognition** – Awards and other recognition of your teaching, including the year received and exact involvement.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Professional Biography

Provide a professional biography from the applicant. Not to exceed 250 words.

Include the following criteria:

- The factors that influenced you becoming a teacher.
- Your greatest contributions and accomplishments in education, to date.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essays

Provide 6 essays from the applicant, one in each of the following categories:

### Essay 1 - School Culture

Describe a project **or** initiative you have been involved in which contributed to the improvement or overall school culture. Not to exceed 500 words.

Include the following criteria:

- Your role and how you collaborated with others.
- The status of this project today, and include evidence of student impact.
- **Optional:** Consider focusing on an example that promoted positive school culture in response to the COVID-19 pandemic.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essay 2 - School-Community Involvement

Describe how you ensure that education transcends the classroom and interacts with the community. Not to exceed 500 words.

Include the following criteria:

- Specific ways in which you deliberately connect your students with the community, including evidence of student impact.
- Specific ways you are involved with colleagues in creating school-community partnerships.
- How you involve and utilize the community in your classroom.
- Your commitments to the community through service-oriented activities (such as volunteer and civic) that enhance the home, school, and/or community connection.
- How you establish local partnerships with family involvement in children's education that strengthen home-school partnerships.
- How you involve the community beyond that which is considered basic school-related involvement.
- How you get your students involved in community service projects.
- **Optional:** Consider providing a response focused on examples of school-community involvement during the COVID-19 pandemic.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essay 3 - Philosophy of Teaching

Describe your personal views about teaching. Not to exceed 750 words.

Include the following criteria:

- The aspects that make you an outstanding teacher.
- The greatest rewards you find in teaching.
- How your views about teaching are demonstrated in your personal teaching style.
- A content lesson or unit that defines you as a teacher.
- How you engage students of all backgrounds, abilities, and readiness levels in the learning and how that learning influences your students.
- How your beliefs about teaching are demonstrated in this lesson or unit.
- **Optional:** Consider providing a response that demonstrates how your philosophy of teaching aligns with the work of closing the achievement and/or opportunity gaps.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essay 4 - Education Issues and Trends

Describe what you consider to be a major public education issue today. Not to exceed 500 words.

Include the following criteria:

- Address the issue in depth.
- Outline possible causes.
- Outline possible effects.
- Outline possible resolutions.
- Describe how you address or work to improve the issue both within and outside of the classroom.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essay 5 - State Superintendent of Public Instruction's Initiatives

Describe how your teaching and/or professional experiences contribute toward the work of California's State Superintendent of Public Instruction's (SSPI) Initiatives. Not to exceed 500 words.

Include the following criteria:

- **Statewide Literacy** – Describe how your teaching and/or professional experiences help to improve reading levels in your classroom and/or school.
- **Reducing Chronic Absenteeism** – Describe how your teaching and/or professional experiences help to increase student attendance in your classroom and/or school.
- **Closing the Achievement Gap** – Describe how you have helped historically underserved students, including, but not limited to: students of color; students with disabilities; students who are socioeconomically disadvantaged; students experiencing homelessness; Foster Youth; and/or English learners-score higher in your classroom and/or school.
- **Jobs for Tomorrow** – Describe how you have helped all students in your classroom and/or school have equal access to Science, Technology, Engineering, Art, and Math (STEAM) and Computer Science programs.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Essay 6 - National Teacher of the Year

If chosen as the 2021 National Teacher of the Year, you will serve as a spokesperson and representative for the nation's teaching profession. You would represent all outstanding practices, subjects, and types of classrooms (pre-kindergarten through twelfth grade). Describe your message and platform. Not to exceed 750 words.

Include the following criteria:

- The skills, values, knowledge, and ethics you would convey.
- The positive messages you would communicate to your profession and to the public.
- Why you would recommend individuals to enter the teaching profession.
- How you would strengthen and improve the teaching profession.
- How you support the teaching profession, such as through teacher collaboration and mentoring.
- What is and/or what should be the basis for accountability in the teaching profession.
- **Optional:** Consider a response that addresses how you will represent America's teaching profession in response to the COVID-19 pandemic.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Letters of Recommendation

Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2021 California Teacher of the Year. Each letter of recommendation is not to exceed one page.

Letters may be from among the following titles or education stakeholders, and should only be one per title:

- District Superintendent
- Principal
- Administrator
- Colleague
- Student
- Parent
- Community Civic Leader

When choosing letters of recommendation to submit consider how they might extend the application by covering areas or examples not addressed elsewhere. Do not include other materials, such as portfolios or press clippings.

**Note:** Do not include this page with the submitted Application. See [Required Format of Written Components](#), [Required Components for a Complete Application](#), and [Due Date and Submission Options](#) instructions.

## Teaching Video: Finalists Only

Due to the COVID-19 pandemic, the CA TOY Program will not be traveling to do on-site classroom observations in the fall. Therefore, all applicants selected as a finalist, to move onto the second round of screening, will be required to provide a teaching video in lieu of receiving an on-site classroom observation. **Please note: - A Teaching Video is not required when you submit this Application. Only applicants who are selected as a finalist, to move onto the second round of screening, will be invited to submit a Teaching Video.**

The applicants selected as a finalist, to move onto the second round of screening, will be notified on **Friday September 11, 2020. To move onto the second round of screening, all finalists must** submit a Teaching Video and written lesson plan **by Sunday, September 20, 2020, at 11:59 p.m.** Submission instructions will be provided when the finalists are notified. The second round of screening, the review of the Teaching Videos, will take place during late September 2021.

Provide a Teaching Video and the written lesson plan featured in the Teaching Video, from the finalist. The Teaching video is not to exceed 50 minutes.

The Teaching Video must include the following:

- An introduction by the finalist sharing why they believe they should be a 2021 California TOY.
- The finalist teaching one complete unedited lesson that they taught to their students (either face-to-face or through distance learning) between the months of September 2019 through September 2020.
- The written lesson plan that accompanies the lesson featured in the Teaching Video. (.pdf preferred but .doc and .docx accepted)

Optional: Finalists may consider providing a written transcript of their Teaching Video. Finalists will not be disqualified if they choose not to include this component.

Each of the finalists, those that have moved onto the second round of screening, will interview with State Superintendent of Public Instruction (SSPI) Tony Thurmond, or his designee. Each of the finalists will be eligible to be selected as California's representative for the 2021 National Teacher of the Year Program. The SSPI interviews will be scheduled for early October 2020 and will take place via Zoom.

All finalists must work with their school/district to receive proper parental/guardian permission to record their lesson prior to submitting to the CDE. The CDE will delete the teaching videos after the second round of screening is complete.

## Checklist

### [Applicant Information](#)

[Certification Signed by Applicant](#)

### [School Information](#)

[Certification Signed by Principal](#)

### [District Information](#)

[Certification Signed by District Superintendent](#)

### [County Office of Education Information](#)

[Certification Signed by County Office of Education Superintendent](#)

### [TOY County Coordinator Information](#)

[Certification Signed by TOY County Coordinator](#)

### [Introductory Letter](#)

### [Professional Resume](#)

### [Professional Biography](#)

### [Essays 1-6](#)

Essay 1: School Culture

Essay 2: School-Community Involvement

Essay 3: Philosophy of Teaching

Essay 4: Education Issues and Trends

Essay 5: State Superintendent of Public Instruction's Initiatives

Essay 6: National Teacher of the Year

### [Letters of Recommendation 1-3](#)

Letter of Recommendation 1

Letter of Recommendation 2

Letter of Recommendation 3