

Illinois Association for Health, Physical Education, Recreation & Dance



affiliated with
MID-WEST ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

and the
AMERICAN ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

ELEMENTARY SCHOOL PHYSICAL EDUCATION MIDDLE SCHOOL PHYSICAL EDUCATION SECONDARY PHYSICAL EDUCATION TEACHER OF THE YEAR Application Packet

Definition

A school physical educator is defined for the purposes of this award as an individual who has a major responsibility teaching physical education at his/her level for a specific school or school system.

Eligibility Requirements

Any physical educator, who meets the eligibility requirements and exemplifies the criteria for this award, as outlined below, may apply or be nominated by a colleague.

Eligibility requirements include:

1. Current membership in NASPE/AAHPERD required for Midwest and National TOY;
2. Current membership in IAHPERD required for Illinois TOY;
3. Degree in and certification as a physical education teacher;
4. Minimum of five (5) years teaching experience in physical education;
5. Full-time teaching contract, current at the time of nomination and selection;
6. Minimum of 60% of total teaching responsibility is teaching physical education classes.
7. Current Physical Educator of the Year recipients will present sessions at the IAHPERD State Convention in November

Please note: Any physical education teacher who is a current member of COPEC or MASSPEC Executive Committees; who has been a former NASPE Teacher of the Year at the district or national level; or who has been a recipient of a NASPE Teacher of the Year award at the state level within the last three (3) years is not eligible to apply for this award.

Levels

Teachers may have responsibility for teaching grades that cross the different levels, but may submit applications for one level only. Teachers should apply for the level that represents 50% or more of their physical education teaching assignment.

- | | |
|------------------|------------------------------------------------|
| 1. Elementary | K through 5 th Grade |
| 2. Middle School | 6 th through 8 th Grade |
| 3. High School | 9 th through 12 th Grade |

Award Criteria

For the purposes of this award, a school physical educator is defined as an individual whose primary teaching responsibility is physical education, at his/her level, in a specific school or school system. The applicant must be a teacher who:

1. Conducts a quality physical education program as reflected in NASPE standards and guidelines for K through 12th grade physical education programs;
2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
3. Serves as a positive role model who epitomizes personal health and fitness, enjoys activity, reflects sportsmanship, and shows sensitivity to the needs of students;
4. Participates in professional development opportunities;
5. Provides service to the profession through leadership, presentations, and/or writing. Serves on state/district/national committees and/or presents at workshops or programs at these levels.

NOTE: As a part of the application, all applicants must address each of the Award Criteria (1-5) as it applies to his/her teaching situation. Each answer must not exceed one 8 ½ X 11 page, single-spaced, in 12 point font.

Application Directions

1. The Illinois Physical Educator of the Year application packets can be obtained at: www.iahperd.org. This application is identical to the NASPE application form on the AAHPERD website. Please use this form.
2. All application and publicity forms must be filled out completely and typed using 12-point font.
3. Include a 3 ½" x 2 ½" (wallet size) photograph that will not be returned (for Illinois TOY publicity only)
4. Applications that are forwarded to AAHPERD for National consideration must be on forms that are included in this packet and comply with all guidelines described here or they will not be considered. Application, support materials, and publicity forms remain unchanged from the beginning of the selection process (State) through participation at the Midwest District and National levels.
5. **A maximum of five (5) and a minimum of three (3) typed letters of recommendation should be included in the application.** The letters should be one to two pages in length with content directly related to the Award Criteria listed above. One letter must be from the current principal; additional letters may be from colleagues or parents or others who are familiar with the work of the applicant. **It is the responsibility of the candidate to ensure the content of the recommendations meets the Award Criteria.**
6. The candidate will describe his/her qualifications with a one (1) double-spaced, typed sheet for each of the five (5) Award Criterion listed above. Major consideration for the award will be given to the information provided. In describing your qualifications under each criterion, specifically address innovation, major accomplishments, and significance to the field.
7. A 30-minute videotape is a requirement for consideration for National Teacher of the Year. The videotape guidelines are explained in this packet.

State and AAHPERD Midwest District Selection and Recognition Timeline

1. IAHPERD District Presidents must receive the Illinois Physical Education Teacher of the Year application packet from the candidate by **March 1**. Send your application to your state-district president. Contact information for all Illinois District Presidents is available on the IAHPERD Website: www.iahperd.org. **The State Association (IAHPERD) will re-direct all submitted names and applications for Physical Education Teacher of the Year to the appropriate IAHPERD District President or appointed designee.**
2. State District Presidents will present their District winners to the IAHPERD Recognition/Awards Committee by **April 15**.
3. The IAHPERD Recognition/Awards Committee will present one candidate for Elementary, Middle School, and Secondary School TOY for approval at the late **April** meeting of the IAHPERD Executive Board. The state winners will be contacted in early **May**.
4. The IAHPERD Recognition/Awards Committee will submit the Illinois Physical Education TOY winners and their applications to AAHPERD, Office of the Vice President of Programs, 1900 Association Drive, Reston, VA 20191, **and** to the Midwest District Recognition/Awards Committee by **August 15**.
5. The Midwest District Physical Education TOY (three levels) will be selected at the annual meeting of the Midwest District leadership in **late September or early October**. All winners of this award will be officially notified by Midwest District within two weeks of the Midwest District AAHPERD Leadership Conference. The Midwest District Awards Committee will instruct the winner to send his/her application packet to the NASPE TOY Program no later than **December 15**.
6. For AAHPERD Midwest District TOY winners, a videotape of a lesson is a requirement to participate in the selection process for National Teacher of the Year at the AAHPERD National Convention. The videotape is due to: NASPE TOY Program, 1900 Association Drive, Reston, Virginia, 20191-1599, no later than **February 15**. This is the sole responsibility of the candidate.
7. It is recommended that all Midwest District TOY winners review the NASPE website for other important information.
8. The six (6) AAHPERD District candidates for NASPE TOY must be members of AAHPERD and NASPE and must attend the AAHPERD National Convention at their own expense where an independent committee will review the applications and interview the candidates. This selection committee will choose the National Teacher of the Year from the six (6) district finalists.

Videotape Guidelines for NASPE District Teachers of the Year

A videotape of a lesson is a requirement for AAHPERD Midwest District recipients participating in the selection process for National Teacher of the Year at the AAHPERD National Convention.

The videotape is due to NASPE TOY Program, 1900 Association Drive, Reston, VA, 20191-1599, **no later than February 15.**

The purpose of this videotape is to provide a sample of your teaching and interactions with students. As a teacher you understand that while interviews and applications are important, there is no substitute for watching someone teach students in their typical school setting. The following guidelines and recommendations will help you prepare the videotape:

1. The video may be from any of your classes but must come from only one class. The tape must be **no longer than 30 minutes**. The committee will review only the first 30 minutes of video. You should not edit the tape. There should be no breaks in the filming. We realize that few class periods are exactly and only 30 minutes long, so you can decide whether you are going to film the first 30 running minutes or pick up filming at some other point in your lesson and submit a written introduction to "set the stage" and cue reviewers as to what has happened prior to the beginning of the tape. **This Introduction may be sent in with your tape.** We encourage you to make several tapes and submit the best one. Be sure that your verbal directions and comments to students can be heard by wearing a wireless microphone that the camera can pick up on audio. It is recognized that the "total spectrum" of teaching cannot be "captured" in 30 minutes.
2. The tape should show how you teach a typical class in your regular schedule. Do not include special activities, (i.e. jump rope team, juggling team, or other special events). Try to demonstrate your organization, instruction, pacing, transitions, active learning time, time on task, teacher movement, feedback, interaction with students, classroom management, etc. You should include portions of student practice where you are interacting directly with students.
3. **Write an introduction or preface to the lesson** that will put the lesson in the context of the unit and overall physical education program. It can set the stage for the day's lesson and explain what has happened before or after the 30 minute video snap-shot. This summary should include the following information: placement of lesson in the unit, what occurred before and will occur after this lesson, the type of assessment used with this lesson/unit, and a clearly stated instructional goal. Other things that may be included in the introduction are: 1) school demographics, 2) grade level of the class, 3) number of students in the class, 4) length of class period, 5) how often the class meets, 6) information on the activity being presented, 7) specific content and skills being practiced.
4. The videotape must be accompanied by this **introduction** and a **complete lesson plan**. Indicate, in the lesson plan, the section which will appear on the video if only a part of the lesson can fit into the 30 minutes.
5. The committee assumes that most of the videotapes will be made on VHS or VHS-C video recorders. It is understood that some of you will need to set up the camera and just "let it run". This is acceptable, as long as the camera is positioned so that you, the teacher, are in clear view and **the audio can be clearly understood**. It is best, of course, if you can recruit a skilled video-taper to capture your instruction and interaction with the students. The committee is not judging the quality of your production capabilities; so do not use subtitles, music, or special effects. All tapes submitted must be VHS or converted to VHS. We are not prepared to review digital video recording at this time.

YOUR TAPES MUST BE RECEIVED NO LATER THAN **FEBRUARY 15** AND MAILED TO: NASPE TOY PROGRAM, 1900 ASSOCIATION DRIVE, RESTON, VIRGINIA, 20191-1599.

YOUR TAPES WILL NOT BE RETURNED. WE DO NOT ACCEPT PORTFOLIOS AS PART OF THIS PROCESS.

CONTACT NASPE IF YOU HAVE ADDITIONAL QUESTIONS: naspe@aaahperd.org or 703-476-3410.

**ILLINOIS ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE**

**ELEMENTARY SCHOOL (K-5) PHYSICAL EDUCATION
MIDDLE SCHOOL (6-8) PHYSICAL EDUCATION
SECONDARY SCHOOL (9-12) PHYSICAL EDUCATION
TEACHER OF THE YEAR**

**NASPE TEACHER OF THE YEAR
OFFICIAL APPLICATION FORM**

To be completed by nominee

Detach the application and the publication forms from the rest of the packet and send them along with your responses to the award criteria, letters of recommendation, and wallet sized photo to your IAHPERD District President by **March 1**.

Check the award that fits your professional qualifications:

- Elementary Physical Education Teacher of the Year (K-5) _____
- Middle School Physical Education Teacher of the Year (6-8) _____
- Secondary Physical Education Teacher of the Year (9-12) _____

Applicant's Name: _____

Name You Wish To Be Called: _____

Name to Use in Writing (certificates, press releases, etc.) _____

Home Address: _____

City/State/Zip: _____

Home Phone: _____ Email Address: _____

Present Position/Title: _____

School Name: _____

Address: _____ City/State/Zip _____

Phone: _____ FAX: _____

Educational Information:

College/University _____ Major _____

Bachelors Degree

Masters Degree

Doctoral/Prof. Degree

Career Information:

Position

Location

Length of Service

Professional Affiliations:

NASPE/AAHPERD Membership # _____ Expiration Date _____ Years of Membership _____
NASPE Activities (offices, articles, etc.)

District AAHPERD:
District Offices/Divisions or Project Activities:

State AHPERD Membership # _____ Expiration Date _____ Years of Membership _____
State Offices/Division or Project Activities:

Other Professional Affiliations:

Significant Achievements in the Field of Physical Education:

Community Service:

(Type and Dates.)

ILLINOIS ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

**ELEMENTARY SCHOOL (K-5) PHYSICAL EDUCATION
MIDDLE SCHOOL (6-8) PHYSICAL EDUCATION
SECONDARY SCHOOL (9-12) PHYSICAL EDUCATION
TEACHER OF THE YEAR (TOY)**

**NASPE TEACHER OF THE YEAR
PUBLICITY FORM**

To be completed by nominee

State: **ILLINOIS**

AAHPERD District: **MIDWEST DISTRICT**

Applicant's Full Name: _____

Applicant's Address: _____

School District Information:

Superintendent's Name: _____

Principal's Name: _____

Program/Dept Chair's Name and Title: _____

School District Administration Address and Phone: _____

School District Public Relations Officer (Name, Address, Phone Number): _____

Newspapers:

Newspaper: _____ Editor: _____

Address: _____

Phone and Fax: _____

Television Station: List the local stations with the broadest coverage (use back of sheet if there is more than one).

Station Name/Call Letters: _____ Contact Person: _____

Address: _____

Phone and Fax: _____

Government Officials:

State Legislator: _____

Address: _____

U.S. Congress Rep: _____

Address: _____

U.S. Senator: _____

Address: _____

U.S. Senator: _____

Address: _____

Others: list others, including titles and addresses, to which your progress in this program should be reported. Use the back of this sheet if necessary.

CHECKLIST FOR TEACHER OF THE YEAR CANDIDATES

1. **Complete official ILLINOIS/ NASPE Application Form**
2. **Attach separate sheets, one (1) maximum for each of the five Award Criteria listed in this packet. THE APPLICANT SHOULD OUTLINE QUALIFICATIONS RELEVANT TO THAT CRITERION. Major consideration for the award will be based on these criteria.** Each essay must not exceed one 8 ½ x 11 page, single spaced, in 12 point font.
3. **Attach a minimum of three (3) and a maximum of five (5) letters of recommendation should be included in the application. Letters should be one to two pages in length with the content directly related to the Award Criteria listed in this packet. One letter must be from the current principal; additional letters may be from a colleague, or parents or others who are familiar with the work of the applicant. It is the responsibility of the candidate to ensure the content of the recommendations meets the Award Criteria.**
4. **Complete ILLINOIS/NASPE Publicity Release Form in this packet.**
5. **IF YOU ARE SELECTED AS MIDWEST AAHPERD TEACHER OF THE YEAR:**
 - Your class video tape is due to NASPE by January 1.
 - You will be asked to submit your application packet to NASPE by December 15.
 - You will be recognized at the Illinois AAHPERD State Convention in November.
6. **IF YOU ARE SELECTED AS A MIDWEST DISTRICT/NATIONAL TEACHER OF THE YEAR:**
 - You will be asked to sign a contract developed by SPORTIME and NASPE.
 - The contract is designed to clarify the opportunities and responsibilities of the National/District Teachers of the Year
 - The NASPE Teachers of the Year shall be honored and preside as District/National TOY for the period beginning with end of the AAHPERD National Convention in the year of their selection to the end of the following AAHPERD Convention.

The responsibilities of NASPE, SPORTIME, and the NASPE District/National Teacher of the Year are as follows:

1. The District/National Teacher of the Year will attend and participate in a Teacher of the Year Workshop in Reston, VA, date TBA each year. All expenses will be covered by NASPE.
2. The District/National Teacher of the Year will attend the AAHPERD National Conventions bracketing the front and back of their District TOY year (ex., Baltimore 2007 and Ft. Worth TX 2008).
3. In collaboration with your cohort of District Teachers of the Year, your District Teacher of the Year group (i.e., elementary school, middle/high school) will present a program during either COPEC Day or MASSPEC Day, as appropriate. SPORTIME will provide equipment for these sessions. The equipment will be liquidated at the end of the presentations by the Teachers of the Year in accordance with directions provided by SPORTIME. These two presentations must be developed collaboratively by the Teachers of the Year and submitted as a proposal to NASPE/COPEC/MASSPEC by July 15. COPEC/MASSPEC will determine how much time will be allotted for the presentations.

4. The District/National Teacher of the Year will submit one or more proposals to his/her own state and district AHPERD conventions and at least one additional local/state/regional presentation. All Teachers of the Year presentations will be made as a representative of the NASPE Teacher of the Year program. You will be responsible for planning and presenting a session in which you will share appropriate teaching ideas and instructional practices and support quality physical education according to the National Standards for Physical Education and other NASPE guidelines and standards. Copies of relevant NASPE publications and resource information should be included in your presentations and demonstration copies will be made available to you as requested. (Additional copies will be available on consignment from the NASPE office if you would like to sell them to participants.)
5. District/National Teachers of the Year will receive opportunities to present sessions at various local, state, regional, and national conferences; in-services; and workshops. NASPE will coordinate with SPORTIME to facilitate scheduling as requested by the host or the Teacher of the Year. All personal expenses (airfare or travel, lodging, local transportation, meals, substitute time, incidentals) incurred due to presentations as a Teacher of the Year during your term under contract should be covered by the host group. This **does not** include presentations at the Teacher of the Year's home state and district AHPERD conventions and at the two AAHPERD National Conventions bracketing each end of your TOY year. No honorarium will be expected in return for presentations during the one-year Teacher of the Year term.
6. The District/National Teachers of the Year will acknowledge NASPE and SPORTIME sponsorship of the Teacher of the Year program in all materials and presentations where identification as a Teacher of the Year is used/publicized.
7. NASPE/SPORTIME will provide a warm-up jacket and shirt that should be worn during presentations and when representing the NASPE Teacher of the Year program.
8. The District/National Teacher of the Year will be informed and articulate about NASPE's mission, programs, publications, materials, and activities. Opportunities will be available for input into NASPE projects, programs, and documents. Teachers of the Year are encouraged to submit proposals for NASPE-sponsored conferences.
9. The District/National Teacher of the Year will be familiar with SPORTIME products and programs and agree to avoid promoting any products that are direct competitors of SPORTIME from April 1, beginning of TOY contract year – April 1, end of TOY contract year.
10. SPORTIME will provide a \$300 equipment grant for personal and professional use to each District/National Teacher of the Year.
11. SPORTIME will feature pictures of the District/National Teachers of the Year in their advertisement on the back cover of the fall issue of the Journal of Physical Education, Recreation, and Dance (JOPERD).
12. The District/National Teachers of the Year will be given the opportunity to submit ideas for new products to SPORTIME (and receive royalties if produced and sold) and opportunities to receive samples of grade appropriate products under consideration or development.
13. NASPE will provide one box of 300 Teacher of the Year business cards to each District/National Teacher of the Year. (Additional cards may be purchased through the NASPE office.)
14. The District/National Teacher of the Year will maintain regular contact with the NASPE office to report presentations, press clippings, and other activities resulting from Teacher of the Year recognition.
15. National Teachers of the Year will be invited to join the SPORTIME Board of Consultants, and upon acceptance, will have their pictures prominently displayed in SPORTIME catalogs.

16. National Teachers of the Year will be invited to attend the Teacher of the Year Recognition Dinner during the next AAHPERD National Convention and will have specific supportive duties during the next convention in support of the TOY program and the new District TOYs.

Teachers of the Year are ambassadors of NASPE (COPEC/MASSPEC) and quality physical education. Individuals receiving this recognition are expected to meet the terms of this contract except in cases of extreme emergency or physical disability. Any hardship resulting from the terms of this contract should be addressed with the NASPE staff.