

MASTER TEACHER

- A. The Fairview Park City School District (FPCS) LPDC committee will facilitate the Master Teacher application process, confirm candidates' eligibility, review applications and determine the district's Master Teachers. In future years, the LPDC will ensure that identified Master Teachers sit on the Master Teacher application committee per adopted state guidelines.
- B. At least two members of the committee will score each application. Evaluators' scores for each criterion will be compared to determine a candidate's final score. If there is a discrepancy in scoring, the evaluators will attempt to come to consensus on the score. If consensus cannot be reached, the Curriculum Coordinator will be the final evaluator of the application and that score will serve as the final score.
- C. The committee will provide each candidate with a compilation of his/her final scores. The committee members are charged with confidentiality and professional ethics in regard to application content and scoring. Application content and scores may be discussed only with the applicant, district administrators and committee members.
- D. If a candidate would like to appeal the *processes and procedures* used to evaluate his/her application, he/she should submit this in writing to the committee chair within 10 days of receiving the final score results from the committee. *Per Master Teacher state guidelines, appeals regarding scoring are not considered.*
- E. The committee will maintain the following records pursuant to the state adopted Master Teacher guidelines:
- EMIS reporting form;
 - Candidate's Score Report;
 - Candidate's written narrative (evidence should be returned to the teacher who must make it available upon request for the remainder of the designation).
- F. The district will ensure that committee members receive proper training opportunities in scoring applications.
- G. Only the applications of candidates meeting the established Master Teacher criteria outlined in Part B of the Master Teacher Program guide adopted by the Ohio State Board of Education in October 2007 will be considered.
- H. Master Teacher applications will be submitted to the LPDC chairperson in final assembled form via PDF or email attachment.

- I. Formatting should be as follows:
- Times New Roman 12-point font.
 - 1-inch margins all around.
 - 2-3 pages per prompt for each criterion, not to exceed 12 pages total excluding the cover application page and maximum of 10 evidence supports.
 - Responses **MUST** include clearly labeled references to the *Ohio Standards for the Teacher Profession* (<http://esb.ode.state.oh.us>) in one or more of the five criteria.
 - A maximum of 10 clearly labeled evidence citations must be submitted as clearly labeled appendices to support responses. (Refer to separate evidence standards below).
- J. The final application must be organized so that the application cover page is the first page followed by each narrative. Evidence citations will be labeled as separate appendices that are cited in the narratives.
- K. The committee will evaluate Master Teacher applications as they are submitted.
- L. The committee will provide in mid October an orientation session to review the application process and expectations for evidence, formatting, timelines, etc.
- M. Successful Master Teacher candidates will be awarded the following:
- Designation in the building handbooks each school year (e.g. * or MT).
 - Designation on the district web site.
 - Designation on staff ID badge.
 - Designation outside classroom door.
 - Publicly recognized at BOE meeting.
 - Letter of congratulations and certificate from the committee.
 - 3 CEUs for completed successful application.

- N. The Master Teacher committee will publicly disclose meeting dates and maintain the necessary records of meeting minutes to ensure compliance with both the Open Meetings and Public Records Acts. Per an email dated September 3, 2008, from the Ohio Department of Education Director of the Office of Educator Standards Board, Julie Simmerer, all Master Teacher application committees must adhere to the requirements of the Open Meetings Act and Public Records Act. The Open Meetings Act requires notice of public meetings and the preparation of minutes (O.R.C. §121.22(C) and (F)). Under the Public Records Act, public records must be made available for prompt inspection, and copies must be provided within a reasonable period of time (O.R.C. §143.43(B)(1)).

EVIDENCE CRITERIA

- Should be referenced within the written text and labeled accordingly in the Appendix.
- Can be referenced in more than one criterion narrative.
- Should not exceed 10 pieces (no page number limit per piece of evidence). Reference *Examples of Evidence* in your Master Teacher information packet.
- Evidence that includes work samples designated as support for differentiation of the same lesson should be labeled and organized as one piece of evidence.
- Evidence should be labeled consecutively/alphabetically in the upper right-hand corner of the paper or document and the assigned appendix letter is what should be referenced in the written narrative.

LEGAL REF: O.R.C. §3319.61

Adopted: September 20, 2011