

# **United Local Schools**

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## **Master Teacher Program**

**Effective 2013-2014 School Year**

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## I. PURPOSE

The purpose of the United Local Master Teacher Committee (MTC) is to facilitate the application process for the Master Teacher Endorsement required to transition from a Professional Educator License to a Senior Professional Educator License or Lead Professional Educator License. This process includes confirming candidates' eligibility, reviewing/scoring applications, and determining the district's Master Teachers as defined by the Educator Standards Board established by Senate Bill 2 and House Bill 1.

## II. REPRESENTATION

**A. Membership:** The MTC will be comprised of five members—four collective bargaining unit members identified by the United Education Association (UEA) President (two elementary representatives and two junior/senior high representatives) and one bargaining exempt administrator identified by the Superintendent. The UEA President shall invite any bargaining unit members who have attained the National Board of Professional Teaching Standards (NBPTS) Certification to serve on the MTC first, though such members shall not be required to serve on the committee. In subsequent years MTC appointments shall consist of “Master Teachers” who have successfully attained and maintained the Master Teacher (MT) Endorsement.

**B. Terms:** All terms shall be three years, but members of the MTC may be appointed to serve additional terms. Terms shall be staggered and run from September 1 until August 31. A committee member who discovers that he/she is unable to complete his/her term as an active committee member may withdraw by notifying the UEA President, in writing, at least 30 days prior to the next committee meeting. No reasons need to be given.

**C. Roles and Terms of Office:** A chairperson, vice-chairperson and secretary shall be identified by members of the MTC. The term of office shall be one year in length from September 1 until August 31. Officers will be elected every year at the first meeting date.

### 1. The Chairperson:

- Presides over all MTC meetings.
- Calls all meetings and sets agenda in collaboration with membership.
- Fulfills the duties of a Committee Member.

### 2. The Vice-Chairperson:

- Fulfills the duties of the Chairperson at any meeting the Chairperson is unable to attend.
- Fulfills the duties of a Committee Member when not serving as Chairperson.

### 3. The Secretary:

- Records and provides minutes of all meetings.
- Fulfills the duties of a Committee Member.

#### 4. Committee Members:

- Elect a member by voice vote to act in the absence of the Chairperson and Vice-Chairperson.
- Commit to three-year terms.
- Serve as a staff information contact.
- Distribute Master Teacher documents within their appropriate building.
- Participate in the annual training session.
- Serve as scorers.
- Provide notification to applicants regarding Master Teacher outcome.

**D. Vacancies:** In the event of a vacancy, the UEA Executive Committee shall appoint a replacement.

### III. COMMITTEE POLICIES AND PROCEDURES

**A. Annual Meetings:** The MTC shall meet at least four times annually to fulfill its responsibilities. Additional meetings can be scheduled if needed. The MTC shall operate under the Open Meetings Act (Sunshine Act) and the Public Records Act. MTC meeting dates and locations will be posted. All MTC meetings shall be public meetings and held during the regular business day. Minutes of the MTC meetings shall be available upon request to the MTC Chairperson.

- 1. MTC Training Session:** Organizational meeting held at beginning of school year to train new committee members, review policies and procedures, and calibrate all committee members for application scoring.
- 2. Round 1 Scoring Meeting:** Scoring meeting held the 2<sup>nd</sup> week of October of each school year. Committee members will calibrate and then score applicants based upon Ohio Department of Education's (ODE) procedures and using ODE-designated forms. Master Teacher applications need to be submitted to the MTC at least one week prior to this meeting date.
- 3. Round 2 Scoring Meeting:** Scoring meeting held the 2<sup>nd</sup> week of March of each school year. Committee members will calibrate and then score applicants based upon ODE's procedures and using ODE-designated forms. Master Teacher applications need to be submitted to the MTC at least one week prior to this meeting date.
- 4. MTC Review Meeting:** Review meeting held at end of school year to engage in self-assessment to evaluate the effectiveness of the MTC's work. This meeting will be used revise procedures and begin organizing for the following school year.

**B. Scoring Procedures:** At both Scoring Meetings two committee members will score each applicant's submission according to ODE's procedures and using ODE-designated [Form D](#) ([Form V](#) if a renewal application). In case of a disagreement between the scorers, a third committee member will score the submission. The MTC will provide each candidate with a compilation of their final scores using ODE-designated [Form F](#) ([Form V](#) if a renewal application).

**C. Records:** Evidence pieces will be returned to the applicant. Any teacher who receives the Master Teacher designation is responsible for keeping the evidence intact for the five-year duration of the Master Teacher status in case of an audit by ODE.

For those receiving Master Teacher status, the candidate's score report (ODE-designated [Form F](#)) and a copy of the narrative portion of the application will be kept on file in the Superintendent's office.

**D. Appeals:** An appeal may be made by an applicant who believes that the processes and procedures outlined in the application packet were not followed. No appeals will be considered based on scoring of the candidate's application. A MT Appeal Form needs to be submitted to the MTC Chairperson within 30 days of the Scoring Meeting in which the application was reviewed.

The appeals process involves an appeals meeting of the MTC to review the manner in which the implementation of the processes and procedures was managed and to resolve the appeal with the applicant. The applicant will be invited to attend this appeals meeting to plead their case and present supporting documentation. The decision of the MTC is final. No appeals may follow.

**E. Continuing Education Credits (CEUs):** Master Teacher candidates can earn 3 CEUs for completing the Master Teacher process, but failing to obtain Master Teacher status. An additional 3 CEUs can be earned for successfully obtaining Master Teacher status. CEUs are granted by the United Local LPDC and candidates should follow LPDC guidelines in order to attain the CEUs

#### **IV. RESPONSIBILITIES**

##### **A. School District Responsibilities:**

1. Establish a local Master Teacher Committee
2. Verify eligibility of applicants
3. Communicate and disseminate information about the Master Teacher application process
4. Maintain records of applicants
5. Provide release time for the Master Teacher Committee to fulfill its duties
6. Provide recognition to teachers who attain Master Teacher status

##### **B. Master Teacher Committee Responsibilities:**

1. Establish submitting, formatting, and assembling requirements
2. Establish district timeline
3. Determine local procedures for review of applications and designation using state-designed forms

4. Provide information about program to teacher candidates
5. Score applications using rubric
6. Communicate with district and teacher candidates
7. Maintain records

### **C. Teacher Responsibilities:**

1. National Board Certified Teachers—submit page C1 of ODE-designated [Form C](#) of Application
2. All others—eligibility requirements:
  - Professional Teaching License/Certificate
  - Taught seven years
  - Work a minimum of 120 days
  - Work under a teaching contract
3. Complete application ([Form C](#); [Form T](#) if renewal application), checklist ([Form H](#); [Form W](#) if renewal application), written narrative, and supporting evidence ([Form U](#) is required if renewal application)
4. Acquire two recommendation forms ([Form G](#))

## **V. DOCUMENTS AND FORMS**

**A. General Information:** The Master Teacher Program, forms, training information, and contact information can be found at: <http://esb.ode.state.oh.us/> or <http://education.ohio.gov>, search keywords: *Master Teacher*

**B. Master Teacher Program Documents and Forms:** The following are the ODE-designated documents and forms that must be used the MTC and candidate's to facilitate the process of applying for and obtaining the Master Teacher designation for the *first time*.

- [Master Teacher Program \(A1-A2\)](#): This document provides an overview of the creation of the Ohio Master Teacher Program, the definition of a Master Teacher, and information on the criteria to be designated a Master Teacher.
- [Master Teacher Processes and Procedures \(B1-B2\)](#): This document explains the eligibility requirements for the Master Teacher designation as well as district and committee requirements for the formation of a Master Teacher Committee.
- [Master Teacher Application/Narrative \(C1-C5\)](#): This document is the required application that candidates must submit as well as detailed writing and evidence guidelines.

- [Master Teacher Scoring Guide \(D1-D12\)](#): This document is the required scoring guide used by the MTC to score candidate's applications.
- [Master Teacher Candidate's Score Report \(F1\)](#): This document is the required score report used by the MTC to provide candidates with a compilation of their final scores.
- [Master Teacher Candidate Recommendation Form \(G1\)](#): This document is the required Recommendation form that candidates must use to submit two recommendations for the Master Teacher designation.
- [Candidate's Checklist for Submission of Materials \(H1\)](#): This document is the required checklist that must be completed by candidates and must be placed on top of materials submitted to the MTC for scoring.
- [Master Teacher Writing/Evidence Guidelines \(J1\)](#): This document provides helpful guidelines for candidates in preparing their written narratives and evidence.
- [Master Teacher Examples of Evidence \(K1-K3\)](#): This document identifies for candidates various examples of evidence that can be used for each criteria.
- [Standards for Ohio's Teachers \(L\)](#): This document identifies the standards for Ohio's Teachers as defined by the Educator Standards Board that candidates for Master Teacher designation must meet.
- [Master Teacher Program Requirements at a Glance \(M1\)](#): This document provides a quick overview of district, local committee, and teacher responsibilities as part of the Master Teacher Program.

**C. Renewal Documents and Forms:** The following are the ODE-designated documents and forms that must be used the MTC and candidate's to facilitate the process of *renewing* the Master Teacher designation.

- [Master Teacher Program Renewal Overview \(R1\)](#): This document provides an overview of the renewal process for teachers who have already attained the Master Teacher designation and who seek to renew it.
- [Master Teacher Renewal Processes and Procedures \(S1-S2\)](#): This document explains the eligibility requirements for the renewal of the Master Teacher designation as well as committee requirements for this renewal process.
- [Master Teacher Renewal Application \(T1-T6\)](#): This document is the required renewal application that candidates must submit as well as detailed writing and evidence guidelines.

- **[Master Teacher Renewal Evidence Cover Page \(U1\)](#)**: This document is the required cover page that must be submitted on top of each piece of evidence used for the renewal process.
- **[Master Teacher Renewal Candidate's Score Report \(V1-V2\)](#)**: This document is the required score report used by the MTC to provide renewal candidates with a compilation of their final scores.
- **[Master Teacher Renewal Candidate's Checklist \(W1\)](#)**: This document is the required checklist that must be completed by renewal candidates and must be placed on top of materials submitted to the MTC for scoring.
- **[Master Teacher Renewal: Evidence Annotation \(X1\)](#)**: This document provides a detailed explanation of how to complete the annotated evidence required for the renewal process.



# Teacher Application Information

## Eligibility:

National Board of Professional Teaching Standards (NBPTS) certified teachers submit page C1 of application (See [Form C](#)) to the Master Teacher Committee

All others: To be eligible for the Master Teacher designation, educators must:

- hold a valid professional license or certificate;
- have taught a minimum of 7 years;
- work a minimum of 120 days during the current school year;
- work under a teaching contract/employed as a teacher;
- acquire two recommendation forms;
- complete application ([Form C](#); [Form T](#) if renewal application), checklist ([Form H](#); [Form W](#) if renewal application), written narrative, and supporting evidence ([Form U](#) is required if renewal application) and submit to the Master Teacher Committee

## Submission:

Submit one paper copy to the Master Teacher Committee at least one week prior to the next Scoring Meeting

## Style Guide:

The narrative portion of the Master Teacher Application is limited to twelve (12) pages. The document is to be word processed according to the following guidelines:

- 8.5” x 11” white paper
- One and a half (1 1/2) or double-spaced lines
- Times New Roman 12 point font
- One-half inch (1/2 inch) margin on all sides (left, right, top, bottom)
- Print on only one side of the page
- Number all pages sequentially in the upper right hand corner of each page. Number should appear in the space between the top of the paper and the first line of type, flush with the right margin, with no less than a double space between the number and the top line of text
- Provide clear, consistent references to items of evidence which facilitate the readers locating each piece of evidence easily as they read the application
- Indicate paragraphs using a 5-space indentation or a line break

# Master Teacher (MT) Appeals Form

This form must be submitted to the Master Teacher Committee (MTC) Chairperson within 30 days of the Scoring Meeting in which your application was reviewed. PLEASE NOTE: you may ONLY appeal if you feel the processes and procedures outlined in the application packet were not followed and NOT based on the scoring of your application. Upon receipt of this form, the MTC will schedule an appeals meeting to review the manner in which the implementation of the processes and procedures was managed and to resolve your appeal. The decision of the MTC is final and no further appeals may follow.

<b>Name:</b>	<b>Building:</b>
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**Briefly describe why you are appealing the decision. Please be prepared with supporting documentation if you choose to attend the appeals meeting:**

**Signature of Educator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appeal Form Received by:** \_\_\_\_\_

**Date Appeal Form Received:** \_\_\_\_\_

**DO NOT MARK BELOW THIS LINE. FOR MTC USE ONLY.**

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**Date and Time of Appeals Meeting:** \_\_\_\_\_

**Is the educator attending the Appeals Meeting?:**  YES  NO **MTC Initial:** \_\_\_\_\_

**MTC Appeals Meeting Decision and Comments:**

**MTC Signature** \_\_\_\_\_ **Date** \_\_\_\_\_