

The logo features a stylized graphic of three overlapping circles in purple, orange, and teal above the text "EARLY CHILDHOOD TEACHER & LEADER of the Year". The text "EARLY CHILDHOOD" is in purple, "TEACHER & LEADER" is in teal, and "of the Year" is in a gold script font. The entire logo is framed by a laurel wreath.

# EARLY CHILDHOOD TEACHER & LEADER of the Year

This document is intended to be used by Early Childhood Teacher and Leader of the Year Applicants. This checklist should be used as a resource to ensure all necessary documentation and application related items are complete and accounted for prior to application submission to the LDOE. For more guidance, visit the [awards page resource library](#).

## Early Childhood Teacher of the Year Application Checklist. Ensure you have:

- Verifiable information supporting that you work in a type III early learning center. This information can be verified using the [Louisiana School and Site Finder Website](#).
- A professional headshot which follows [these guidelines](#).
  - 2MB headshot is required
- All credential and education documents available (ECAC, CDA, Degree Certificates, CLASS certifications, TS GOLD certifications, etc.) for application completion.
- A response to **two** essay prompts
  - Responses written in a clear, concise and grammatically correct manner.
- A lesson plan for lesson filmed in teaching video
- A continuous (unedited) video that is at least ten minutes long which captures you teaching the lesson mentioned above.
- Consent forms for all [families of children](#) and or [staff members](#) included in the above mentioned video.
- Reviewed your application and all supplemental information for completion and errors prior to submission.
- Peer or mentor review of all application materials
  - Director, CCR&R Coach, Coordinator, etc to review your application and all supplemental information prior to submission.
- Submitted your application before the application submission deadline.

## Early Childhood Leader of the Year Application Checklist. Ensure you have:

- Verified you are a Director at a type III early learning center with a license number and site code. This information can be verified using the [Louisiana School and Site Finder Website](#).
- A professional headshot taken which follows [these guidelines](#).
- All credential and education documents available (ECAC, CDA, degree certificates, CLASS certifications, TS GOLD certifications, etc.) for application completion.
- A clear, concise and grammatically correct response to **two essay** prompts.
- Have one easy to follow, professional development plan of staff meeting agenda with clear objectives.
- Have one continuous (unedited) video that is at least ten minutes long which captures you facilitating the professional development or staff meeting mentioned above.
- Completed and signed consent forms for all [families of children](#) and or [staff members](#) included in the above mentioned video.



**EARLY CHILDHOOD**  
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*of the Year*

- Reviewed your application and all supplemental information for completion and errors prior to submission.
  - Community Network Lead Agency Coordinator, Child Care Resource & Referral Agency Coach, Coordinator, etc to review your application and all supplemental information prior to submission.
- Submitted your application before the application submission deadline.
- Contact Shallan Jones at [shallan.jones@la.gov](mailto:shallan.jones@la.gov) with any questions.