

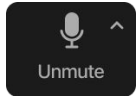
Teacher and Principal of the Year

Information + Online Portal Webinar for Candidates

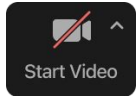


2023 - 2024 School Year

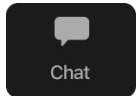
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Agenda

- Welcome and Introductions
- Teacher and Principal of the Year Programs
- Meet Our Current Teacher/Principal of the Year
- Benefits of Participation + Gala
- Meet our Partners
- State-level Application Timeline + Materials
- Local and State-level Processes
- Candidate's Online Portal
- Informational Calls and Next Steps
- Resources and Questions



Teacher and Principal of the Year Programs



Teacher and Principal of the Year Programs

- The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success.
- Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.
- The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to acknowledge those educators who are making exceptional gains with students.
- Congratulations to the educators who have been named as school system-level candidates and thank you for all that you do!



Meet the Current State Teacher and Principal of the Year Honorees





**2024 OVERALL
PRINCIPAL OF THE YEAR**

*Tia Mechelle
Trahan*

**LAFAYETTE MIDDLE SCHOOL
LAFAYETTE PARISH**

Meet the Overall State Principal of the Year

2024 OVERALL
TEACHER OF THE YEAR

Kylie Altier

BUCHANAN ELEMENTARY SCHOOL
EAST BATON ROUGE PARISH



Meet the Overall State Teacher of the Year

Benefits of Participating in Teacher/Principal of the Year



Benefits to Candidates

Provides the teacher or the principal the opportunity to:

- Develop and amplify their voice to advocate for the profession.
- Empower participation in policy discussions to improve education for all children.
- Hone their teaching/leadership skills through professional learning opportunities.
- Serve as the representative to promote the education profession.
- Build relationships with other exemplary educators throughout Louisiana.

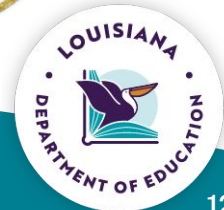
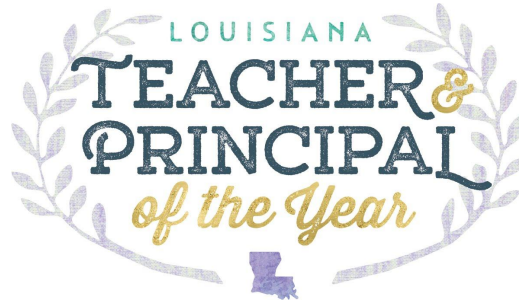


18th Annual Cecil J. Picard Educator Excellence Awards Gala

- Educators named as state-level honorees are invited to the Gala.
- On Saturday, July 27, 2024, the Department, in partnership with Dream Teachers, will host the 18th Annual Cecil J. Picard Educator Excellence Awards Gala at the World War II Museum in New Orleans.
- Several different award program honorees will be recognized and celebrated on this evening.
- During the event, the division-level and overall honorees will be named.
- The Educator Excellence Awards Gala is Louisiana's most prestigious educational awards celebration of the year.



Honorees Recognized at the Gala



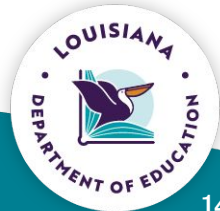
Meet Our Partners



Dream Teachers



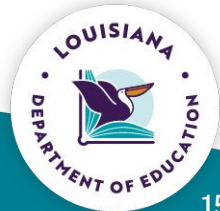
- Visit the [Dream Teachers website](#) to learn more.
- For questions, email theresa@dreamteachers.org.



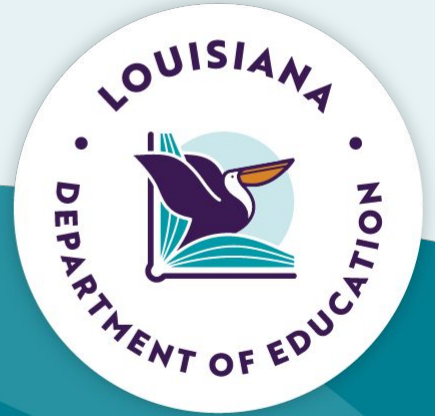
Louisiana Association of Principals (LAP)



- Visit the [LAP website](#) to learn more.
- For questions, email joseph.david@laprincipals.org.



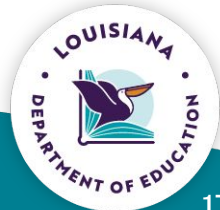
Teacher and Principal of the Year Timeline



Timeline

Nominations Portal	August 22 -September 22, 2023	Stakeholders nominate teachers/principals. Nominations information is shared with school systems for their consideration.
Applications Process	October 11, 2023 - January 11, 2024	<ul style="list-style-type: none">• October 11, 2023- applications released• January 11, 2024 - applications due in the online portal
Semifinalists	March 19, 2024	48 honorees (24 teachers and 24 principals)
Finalists	May 28, 2024	18 honorees (9 teachers and 9 principals)
Interviews	June 2024	(18) Finalist interviews
Gala	July 27, 2024	Celebrate all Teacher/Principal + other honorees.

- Teacher and Principal of the Year Timeline- [Teacher/Principal of the Year Timeline](#)



Teacher and Principal of the Year Rubric and Application Materials



State-Level Criteria + Rubric

An exemplary candidate is one who:

- Demonstrates **excellence and expertise** in the field, **guiding students** (and for principals, also teachers) of all backgrounds and abilities to **achieve success**.
- Demonstrates **leadership** and **innovation** in and outside of the school building walls, creating pathways for **students/teachers to excel**.
- **Builds collaborative relationships** with **colleagues, students, and families** to create a **school culture** that is respectful, inclusive, and **positively impacts student growth and achievement**.
- **Deliberately connects** the classroom/school to the **community** to positively **impact the students, school and community**.
- Is **inspiring, compelling, professional** and expresses themselves in an **engaging and clear way**, and demonstrates the ability to **connect with and represent** the state.

School systems are encouraged to select candidates who most closely match the criteria to participate in the state-level process.



Principal of the Year Application

The Principal of the Year application consists of the following components:

- Basic information, including a bio and social media quote
- Résumé (limit: two pages)
- Two recent years of student success data (SLTs or other data)
 - **Please ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
- Up to three letters of recommendation
- Candidate consent form (teacher waiver)
- Student consent form (one for each students in video/photos/etc.)
- Responses to two written reflection questions and one video prompt

Click link to view the [Principal of the Year Application](#).



Teacher of the Year Application

The Teacher of the Year application consists of the following components:

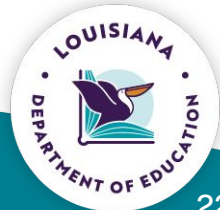
- Basic information, including a bio and social media quote
- Résumé (limit: two pages)
- Two recent years of student success data (SLTs or other data)
 - **Please ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
- Link to teaching video (YouTube link)
- Lesson plan which corresponds to teaching video
- Up to three letters of recommendation
- Candidate consent form (teacher waiver)
- Student consent form (one for each students in video/photos/etc.)
- Responses to two written reflection questions and one video prompt

Click link to view the [Teacher of the Year Application](#).



Teacher of the Year Video

- Teaching videos should not exceed 15 minutes and may be edited. Teaching may take place in person, virtually, and/or be hybrid.
- Teaching video suggestion- Divide the video into three segments. Suggested segment time is listed as a guide only, as candidates may utilize the time as needed.
 - Description of the lesson + passion statement (three minutes or less)
 - Classroom lesson (ten minutes or less)
 - Debrief of lesson (three minutes or less)
- In the state-level online application, videos must be submitted as a YouTube video link.

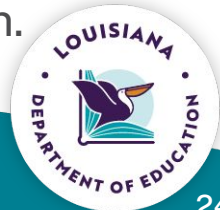


School System-Level Process



School System-Level Process

- All school systems are encouraged to select up to three overall Teacher and Principal of the Year finalists, one per division (elementary, middle and high), to send to the state-process.
- School systems may use the state's applications/materials or use their own process for to identify local-level honorees.
- Any school system with no local-level process may select and send their candidates directly to the state process.
- School systems determine the grades in the division levels, as well as who they include in their process, such as librarians, etc.
- Compass data (as available) is considered in the state-level competition.



Resources



Teacher and Principal of the Year Materials

Please share the links below with your candidates for easy access to all application materials.

- [Teacher and Principal of the Year Overview Document](#)
- [Teacher and Principal of the Year Timeline](#)
- [Teacher and Principal of the Year Rubric](#)
- [Teacher of the Year Application](#)
- [Teacher of the Year - Teaching Video Guide](#)
- [Principal of the Year Application](#)
- [Candidate Consent Form](#)
- [Student Consent Form](#)
- [2024 State Teacher of the Year application, Kylie Altier](#)
- [2024 State Principal of the Year application, Tia Trahan](#)

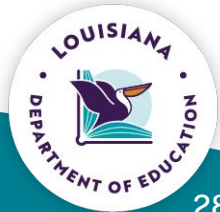


Candidate Online Application Portal



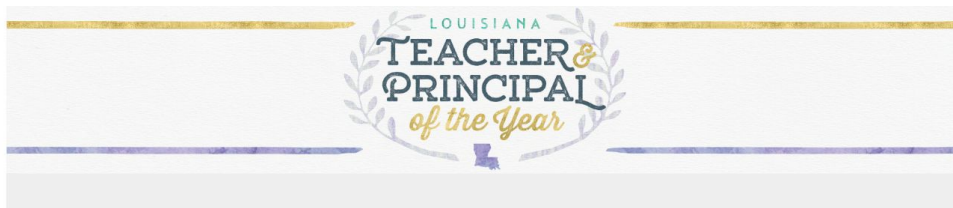
State-level Candidate Applications

- State-level Teacher and Principal of the Year candidate applications-
 - Are due by **January 11, 2024**.
 - Must be submitted in the [online application portal](https://webportalapp.com/sp/login/l DOE-toy-poy-candidate 23-24).
(<https://webportalapp.com/sp/login/l DOE-toy-poy-candidate 23-24>)
- The portal works best when using Chrome as your web browser.



Set Up an Account

- Select “Need an Account” to get started.



Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?



Set Up an Account

- Create Username and Password

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

Sign Up



Create a Profile

- Click “Create a Profile to Get Started.”

To access/reference your previous years applications, please click them below:

[2018/2019 TOY/POY Application](#)

[2019/2020 TOY/POY Application](#)

[2020/2021 TOY/POY Application](#)

[2021/2022 TOY/POY Application](#)

This is only visible if you have entered an application in a previous year.

Please click “+Create a Profile to Get Started” to begin your Profile.

Please click the edit “Pen & Paper” icon to complete/edit your Profile. You can always view your Profile by clicking the “Eye” icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

Create a Profile to Get Started



Create a Profile

- Add your information and click “Create Profile.”

Profile ▾

Save Draft

Create Profile



Email Address (Please enter the same email address here you used when you logged in.)

School System/District (please start typing)

Schools (please start typing)



Edit Profile Anytime- Keep Email Current

- Click the “Edit” button to edit your profile at any time.

Basic Instructions:

To access/reference your previous years applications, please click them below:

[2018/2019 TOY/POY Application](#)

[2019/2020 TOY/POY Application](#)


[2020/2021 TOY/POY Application](#)

[2021/2022 TOY/POY Application](#)

Please click “+Create a Profile to Get Started” to begin your Profile.

Please click the edit "Pen & Paper" icon to complete/edit your Profile. You can always view your Profile by clicking the "Eye" icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.



Profile	Complete	Edit
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Get Started on Your Application

- Begin your application by clicking “Get Started.”

Basic Instructions:

To begin your application, click “+Get Started” on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is grey, in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is orange, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and you should reach out to an administrator.



Select Teacher or Principal of the Year

Louisiana Department of Education: A Call For Excellent Educators

Which award do you want to apply for? *

- Teacher of the Year
- Principal of the Year



The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success. Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.

The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to acknowledge those educators who are making exceptional gains with students. Their commitment to student success exemplifies Louisiana's teaching profession.



Add Basic Information

I. Basic Information

First Name:

Last Name:

Title

Phone Number (preferably cell):

Preferred Email Address:

Ethnicity

Division Level

Are you part of a District or a Charter?

Schools (please start typing)



Document Naming Convention

- When uploading all documents, photos, videos, etc., in the online portal, please label each document with the prescribed naming conventions, as follows:
 - TOY or POY_ First Name Last Name_ Document Name.
 - For example:
 - TOY_Mary Smith_ Reflection Response 1 Upload
 - POY_John Doe_ Letter of Rec 1



Reflection Question One- Teachers

- Add Reflection Question Response (up to 750 words) and Optional Upload if desired.
- Teacher's Reflection Question One

VI. Written Reflection Response One

Describe a content lesson or unit that defines you as a teacher and include how you engage students of all backgrounds and abilities in the learning. In your response, include how your intentional instructional decisions impact student learning and success, as well as reveal your beliefs about teaching and learning. (750 words or less)

Add Reflection Response 1 Here: *

Word Count: 0 / 750



Reflection Question One- Principals

- Add Reflection Question Response (up to 750 words) and Optional Upload if desired.
- Principal's Reflection Question One

VI. Written Reflection Response One

Describe how you engage students and teachers of all backgrounds and abilities in effective teaching and learning on a daily basis. In your response, discuss the deliberate actions you take that positively impact student and educator success, as well as what these actions reveal about your beliefs about leadership, teaching and learning. (750 words or less)

Add Reflection Response 1 Here: *

Word Count: 0 / 750



Reflection Question Two- Teachers

- Add Reflection Question Response (up to 750 words) and Optional Upload if desired.
- Teacher's Reflection Question Two

VII. Written Reflection Response Two

Describe specific ways in which you deliberately connect your students with the community. Show how these community connections dissolve classroom/school walls and impact student learning/success for all. (750 words or less)

Add Reflection Response 2 Here: *

This response should be 750 words or less.

Word Count: 0 / 750



Reflection Question Two- Principals

- Add Reflection Question Response (up to 750 words) and Optional Upload if desired.
- Principal's Reflection Question Two

VII. Written Reflection Response Two

Describe specific ways in which you empower your students and teachers to form connections with the community. Show how these community connections dissolve classroom/school walls and impact student learning/success for all. (750 words or less)

Add Reflection Response 2 Here: *

This response should be 750 words or less.

Word Count: 0 / 750



Video and Education Issue

- Add your video URL.

IX. Video Response

What work best describes you as a leader and/or an innovator? In your response, explain your role, the positive impact this work has made on teachers, students and/or the education profession and also share the status of this work today. (2 minutes or less)

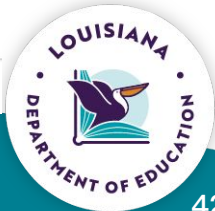
Add the YouTube video URL in the space below.

Add your YouTube video URL Here: (video should be 2 minutes or less) *

Your YouTube video link visibility must be "Public" so the application reviewers may view your video. Before adding your link, please send it to a friend and have them check it to make sure it is viewable.

X. Education Issue

What is an education issue you are most passionate about? Add your response in the textbox below in five words or less, Ex: Student Voice and Empowerment *



Upload Documents

Résumé (two pages or less) Include chronological list of workplaces with specific years at each site. *

 Choose File

Student Success Data 1 (SLTs or other recent data) Include Year *

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be pdf, doc, docx

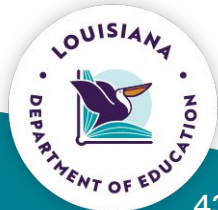
Student Success Data 2 (SLTs or other recent data) Include Year *

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be pdf, doc, docx

Letter of Recommendation #1. *

 Choose File



Upload Teaching/Educational Leadership Certificate

- A candidate does not have to be certified to participate in the state-level Teacher and Principal of the Year process. However, a strong candidate is one who demonstrates a commitment to the education profession, as well as meets the criteria.

Upload the most recent version of your teaching/educational leadership certificate. Certificates may be found on the Teach LA website [here](#)

Certificate Upload *

 ?

Upload Teaching/Educational Leadership Certificate

- Go to [Teach Louisiana](#) website
- Enter First/Last Name (as appears on certificate) or Certificate Number

HOME/LOGIN ► CERTIFICATION PREPARATION

» Certification »

Verify Certificate or Teaching Authorization :
Use the search button below to search for a certificate or a teaching authorization.

Note that teaching authorizations are issued pursuant to Act 634 of the 2018 Legislative Session. They are not issued as a result of completing an educator preparation program and are not teaching certificates

First Name:

Last Name:

Certificate Number:

Certification

- Certification Home
- Add-on & Ancillary Endorsements
- Verify a Certificate or Teaching Authorization
- Status of a Certification Application
- Certification Applications & Forms
- Course Code & Area of Certification Finder
- Certification FAQs
- Contact Information



Upload Teaching/Educational Leadership Certificate

- If multiple names appear, click on the correct name.
- Enter First/Last Name (as appears on certificate) or Certificate Number

» Certification »

Search for: First Name = "Kelly" and Last Name = "Stomps"
Found 1 record.

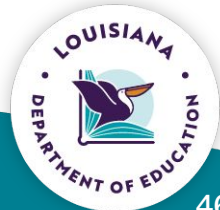


First	Middle	Last	Link
KELLY	MARCELLE	STOMPS	Click to see more

Page 1 of 1

Pages: 1

[Next Search](#)



Upload Teaching/Educational Leadership Certificate

- Click on the first “Print this document into PDF file” that is located near your most recent information.

Name: KELLY MARCELLE STOMPS

Certificates or Permits:



AN 626378 Issued: 2/3/2021
Valid For: 2/3/2021 - 2/3/2022, Not Valid

- (0031) MENTOR TEACHER PROGRAM PROVIDER - ST. TAMMANY, 2/3/2021
- (942) PROVISIONAL MENTOR TEACHER, 2/3/2021
- (02) VALID FOR 1 YEAR, 2/3/2021



A 447286 Issued: 10/13/2005
Valid For: 10/13/2005 - Life, Valid

- (01) VALID FOR LIFE FOR CONTINUOUS SERVICE, 10/13/2005

[Print this document into PDF file](#)

[Print this certificate into HTML page](#)



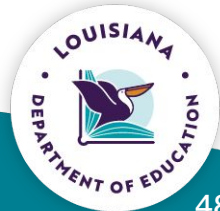
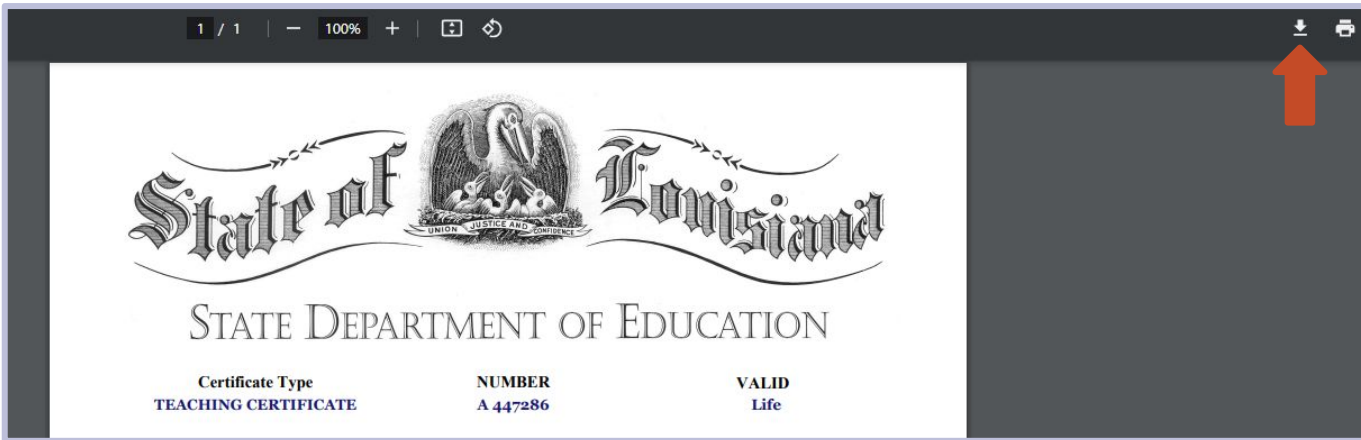
B 427496 Issued: 2/23/2004
Valid For: 2/23/2004 - Life, Valid

- (01) VALID FOR LIFE FOR CONTINUOUS SERVICE, 2/23/2004



Upload Teaching/Educational Leadership Certificate

- Select download.
- Rename the document “TOY or POY_First Name_Last Name_Certificate” and upload to portal.



Add Teaching Video (Teachers Only)

- Add teaching video URL and upload lesson plan.

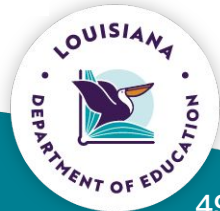

XII. Teaching Video

You may view the *Teaching Video Guide* here: https://www.louisianabelieves.com/docs/default-source/awards/teaching-video-guide.pdf?sfvrsn=76d8911f_8

Add your YouTube video URL in the textbox below (Note: Your YouTube video link visibility must be “Public” so the application reviewers may view your video. Before adding your link, please send it to a friend and have them check it to make sure it is viewable.)

Upload the lesson plan that corresponds to teaching video here. *

This upload should be a document (no photo or video, for example)- i.e., the doc may be a pdf, doc, docx

Upload Photos (Optional)

- Upload headshot and photos with students. (optional)

VIII. Photos

Headshot (optional in initial application) - upload photo

 Choose File

This file should be a photo, such as jpg

Photo with Students (optional in initial application) - upload photo

 Choose File

This file should be a photo, such as jpg



Consent Forms

- Complete candidate and student consent forms.

(If possible), please upload your signed (state) Candidate Consent Form here.

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be a pdf, doc, docx

Please type your name below to confirm your signature on the state's Candidate Consent Form. This will serve as your electronic signature.

Candidate Consent Form Signature:

required

Student Consent Forms Student consent forms are needed for each student included in your state-level application, such as in photos, videos, etc.

Link to Student Consent Forms: https://www.louisianabelieves.com/docs/default-source/awards/student-consent-form.docx?sfvrsn=98d9911f_4

Are students included in your state-level application, such as in photos and/or in your teaching video, etc.? Select yes or no below.



Additional Uploads (Optional)

- Add additional uploads if desired.

You may add up to three additional uploads to your application. These uploads can be in any format, such as photos, documents, video, etc. Please label using the prescribed naming convention.

Additional Upload 1

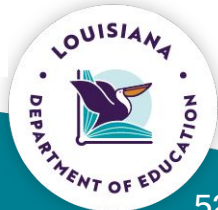
 Choose File

Additional Upload 2

 Choose File

Additional Upload 3

 Choose File



Final Signature

- Add signature and save or submit.

XVI. Signatures

Please type your name in the textbox below. By typing your name below, this will act as your electronic signature. Your submission should be supported by your school system.

Applicant's Name (typed) *

Signature Date: *

Questions

- Visit the [Awards page](#) on the Louisiana Believes website.
- Email excellenteducators@la.gov

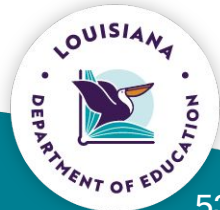
Select "Save Draft" when you have not completed all of the required fields and want to save work and return later to complete. Select "Mark Complete" when all fields have been completed. Before submitting your application, save all components of your application electronically for future reference.

Last saved at 12:09:16 PM

Save Draft

Mark Complete

Close



Submit

- When you have completed your application and are ready to submit, save the draft, select “Mark Complete”.
- After selecting “Mark Complete”, you will be directed to the submission page.
- Select “Submit”.

Application

Basic Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Submit



Application Round One

Complete

Edit

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Successful Submission Verification

- After submitting your application, you will see the “This has been submitted” message.

 Application

Basic Instructions:

Thank you for submitting your application.

Your application is now in the process of being reviewed and you will be contacted if any additional information is needed.



This has been submitted.

Application Round One

[View](#)

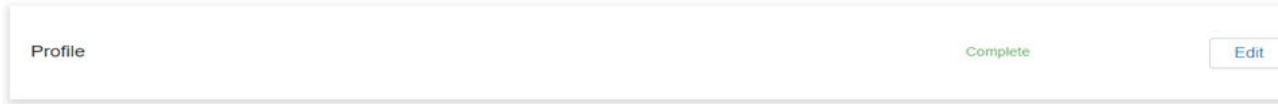
Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

After Submitting

- After submitting your application, you may edit your profile at any time. You will not be able to edit your application and it will display as under review.



A screenshot of a user profile submission card. The card is a horizontal rectangle with a light grey border. On the left side, the word "Profile" is displayed. On the right side, there are two elements: the word "Complete" in green text, and a button labeled "Edit" with a light blue background and rounded corners.

Basic Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is **grey**, in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is **orange**, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is **red**, that means that there is an error and you should reach out to an administrator.



A rectangular form field with a light grey border. Inside the field, the text "First Name Last Name" is centered and displayed in a dark grey font.



Teacher and Principal of the Year Materials

- All application materials may be found in the [library](#) on the Teacher and Principal of the Year [website](#).
- Join an [informational/help desk call](#) for tips and pointers on creating a strong state-level application and to view a tutorial of the online application portal.

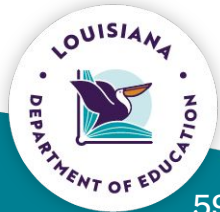


Additional Awards Opportunities

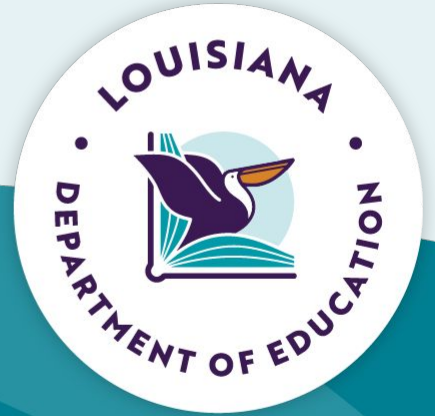


Award Programs Information

- Information about all award programs offered at the Department can be found on the [Award Initiatives Overview](#) Document.
- All stakeholders are encouraged to review and participate in these programs.
- For general questions, please contact excellenteducators@la.gov.



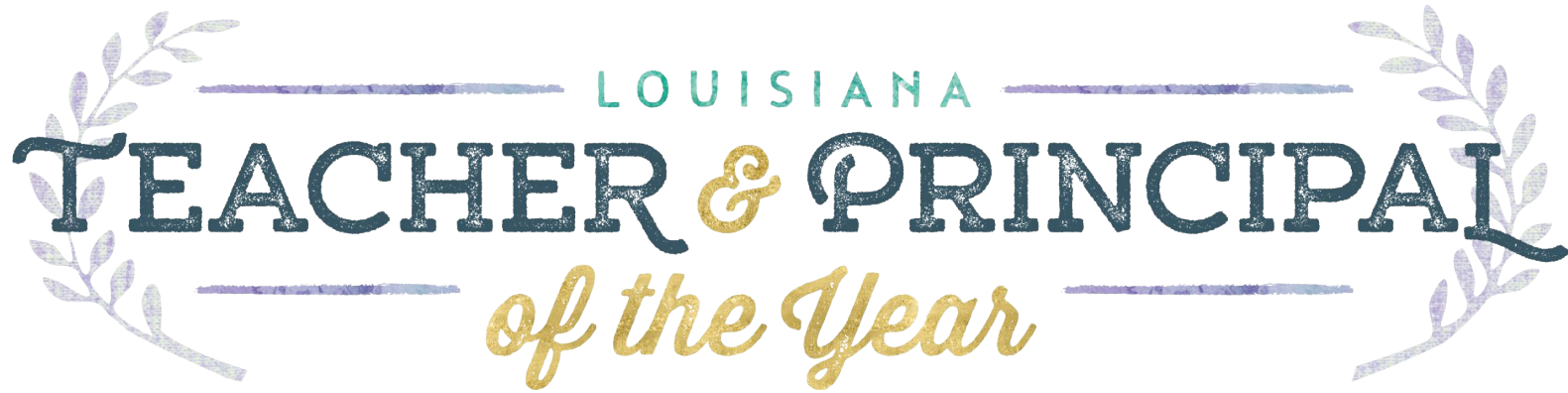
Questions



Questions

- For questions related to the Teacher and Principal of the Year programs, please email excellenteducators@la.gov.





LOUISIANA
TEACHER & PRINCIPAL
of the Year

**Congratulations to all Teacher and
Principal of the Year Honorees!**

Thank you for all that you do!

