

Candidate Headshot

Insert Color Photo Here

For Publicity
Purposes Only



Logansport Educator of the Year

Basic Information Sheet

Candidate	
Name:	Home Phone:
Home Address:	Office Phone:
City, State, Zip:	Email Address:
Subject and Grade Level:	Total Number of Students:
Total years of experience:	Years in present position:

School/Building Principal	
Name:	Phone:
School Name:	
School Address:	Principal Email:
City, State, Zip	Total Building Number of Students:

Superintendent's Signature

Principal's Signature

Candidate's Signature



Candidate Checklist

Double check to see that each section in the portfolio is complete.

- _____ I. Basic Information Sheet with picture and required signatures (superintendent and candidate)
- _____ II. Professional Development (2 pages)
- _____ III. Community Involvement (1 page)
- _____ IV. Philosophy of Teaching (2 pages)
- _____ V. Three Letters of Support (3 pages)
- _____ VI. Additional Information (4 pages if needed)

Note: Portfolios that do not comply will be disqualified.



Logansport Educator of the Year Portfolio Section Requirements

I. BASIC INFORMATION SHEET

This section must:

- Be the **cover page** of the application packet
- Be filled in completely and fit on one page
- Require signatures of both the school district superintendent and candidate
- Include a color headshot of candidate on this document where indicated
- Be typed and scanned into the portfolio

II. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT ACTIVITIES

Please limit your response to two typed, double-spaced pages.

Beginning with the most recent:

- List colleges and universities attended including post-graduate studies
- Indicate degrees earned and dates of attendance
- Indicate all Indiana licensures
- List teaching employment history beginning with the most recent and indicate time period, grade level, and subject area
- Include professional association memberships; offices held, service on committees, commissions, task forces, and other relevant activities
- List leadership activities in staff development and the training of future teachers
- Include awards and other recognition

This section must:

- Adhere to the formatting guidelines
- Utilize a creative, but professional, layout to fulfill space requirements if needed to fit all of the requested information within the space requirements
- Be clear, organized, and easy to read and follow.

III. COMMUNITY INVOLVEMENT

Describe your commitment to your community through service-oriented activities, volunteer work, civic and other group activities.

Please limit your response to one typed, double-spaced page.

IV. PHILOSOPHY OF TEACHING

Describe your personal feelings and beliefs about teaching.

Please limit your response to two typed, double-spaced pages.

Issues to include:

- Your own personal perspective of what makes you an outstanding teacher
- A description of the rewards you find in teaching
- Your beliefs about teaching demonstrated in your personal teaching style

V. LETTERS OF SUPPORT

Include three recent letters of support.

These letters of support do not need to be double-spaced.

Please provide letters of support from any of the following individuals:

- *Principal*
- *Instructional Coach*
- *Department Head*
- *Colleague*
- *Current or former student*
- *Parent*
- *Legislator*
- *Educational Organization or Association*
- *Community leader*

Letters of support requirements:

- Addressed to the **Educator of the Year selection committee**
- No longer than **one page for each** letter of support
- Letters must show an **original signature** or the portfolio will be disqualified
- An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities that would qualify the candidate to be Logansport's Educator of the Year
- Additional letters may be included in the *Additional Information* section as long as this does not extend the page requirements in that section.