



Distinguished Educator Program

**Program Description
For Three-Year
Distinguished Educator Program**

**Jointly Developed by the
Minnetonka Teachers Association
and
The Minnetonka Public Schools**

**Sonia Labs, MHS English Teacher and National Board Certified Teacher
Delette Lemon, Clear Springs, Special Education and National Board Certified Teacher
Tim Alexander, Executive Director of Human Resources**

Updated 7/19/18

Overview

Minnetonka teachers interested in being candidates for the Distinguished Educator Program must be licensed teachers who have achieved tenure in the Minnetonka Public Schools and who have a minimum of five years of teaching experience, at least three of these years with Minnetonka.

This program is open to all members of the Minnetonka teacher unit, from early childhood through high school, and includes both classroom teachers and other specialists who work with children.

Candidates should be educators who have an exceptional performance record and are viewed as strong educators by colleagues, students, parents, and administration. Candidates will participate in a rigorous three-year program that will give them opportunities to do the following:

- Help already strong educators to conform to best practices and standards from the National Board of Professional Teaching Standards;
- Participate in the national certification process or develop innovative projects that are aligned with the District's strategic plan if an area of certification is not available for your area of expertise;
- Complete a portfolio and/or entries that provide educators the opportunity to self-study their teaching practices;
- Engage in meaningful cohort conversations about their craft.

Application Process

Candidates will complete the application form for the program. Prior to submitting the application, the candidate reviews the completed application with the principal or other direct supervisor. The purpose of this review is to discuss how the program has the potential to fit into the educator's professional development goals.

Selection Process

For the program, up to 15 candidates will be selected each year. If more than 15 applications are received, candidates will be selected by the District through a random drawing stratified by level, as follows:

Elementary schools & Minnetonka Community Education Center:	7 candidates
Middle schools:	4 candidates
High school:	<u>4 candidates</u>
Total	<u>15 candidates</u>

Timelines

Candidates for this school year will be selected in May based on applications received in the spring.

When are the application deadlines?

Due dates are as follows:

- **May 1** Deadline for applications and your commitment to the 3-year program should be completed and sent to Delette Lemon or Sonia Labs
- **May** Candidates will be notified.

- **August** First year candidates will meet with other candidates in their cohort, receive an orientation to the program, and learn about the standards which need to be met to achieve the Distinguished Educator status. Second year candidates will either begin the board certification process or if no certification is available in their area of expertise, complete a special project which will benefit other professionals in the District. Third year candidates either complete the board process or project, if there is no certification area.

Standards for the Distinguished Educator Candidate

The Distinguished Educator Program spans a period of three years and is intended to 1) offer the candidate a way to demonstrate the excellent teaching done in their classroom, 2) to guide the candidate to set higher goals for himself/herself and to show their progress toward them, and 3) to train candidates to make instructional decisions based on best practice, to reflect on the effectiveness of each lesson, and to modify their practice accordingly.

During year one of the program, the candidate will meet with their principal and with their committee, plan their year and their goals, teach effectively in the classroom, and make a portfolio that documents their progress toward achieving the National Board Certification Standards

Five Core Propositions for National Board Certified Teacher:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

The Design of the Program: Basic Procedures

Before entering the program:

- Fill out an application for the Distinguished Educator Program.
- Meet with your principal.
- Be accepted into the program before the end of the school year.

During the first or pre-candidacy year of the program:

- Create a portfolio that demonstrates your ability to reflect on your teaching.
- Join a cohort of colleagues to discuss the art of teaching.
- Meet with your committee which includes your principal and DE facilitators to review your portfolio.
- Use release days to visit other classrooms or to work on your portfolio.
- Hand in your portfolio to your principal by **April**.

During the second year of the program:

- Complete one entry or special project approved by DE facilitators and administrator on the DE Steering Committee (Special projects are completed by teachers/specialists that have no Board Certification area available.)
- Continue to collaborate with your cohort.
- Use release days to work on your project or board entry.
- Submit your component to NBPTS by the **designated due date**.
- Hand in special project by **May 1**.

During the third or Full Boards year of the program:

- Complete the national board certification process (or)
- If no certification area is available, complete a second project that supports the District's strategic plan that will be shared with other professional in the District.

Support: DE facilitators will provide numerous types of support to professionals in the program

- Support during the first year will include:
 - 3 workdays with the DE facilitators and others from the DE cohort.
 - 3 days of release time, or up to 24 hours of curriculum writing time instead of the release time.
- Support during the second and third year includes:
 - 3 workdays with DE facilitators and others from the DE cohort.
 - 3 days of release time, or up to 24 hours of curriculum writing time instead of the release time.
 - \$250 budget for materials/supplies, as approved by the DE Steering Committee.
 - Editors for components.

Stipend

A stipend will be provided to teachers who successfully complete the program, which includes:

- Completion of the portfolio by **April**, meeting the standards of the program, and successfully presenting the portfolio to your principal and Steering Committee members for year one DE's.
- Completion of one component to NBPTS or special project – for year two DE's.
- Completion of Boards or special project – for year three DE's.