



Houston Area Association for Bilingual Education

## 2011-12 HAABE Bilingual/ESL Teacher of the Year Awards

### I. HISD-Campus and District Timeline

- Jan. 17, 2012** Teacher of the Year Packet posted on <http://www.haabe.org/forms.html>  
TOY banquet: <http://haabe.org/pdf/TOY2012flyer.pdf>  
TOY banquet tickets go on sale. **Early bird \$55.00 Regular price \$62.00**  
[http://www.haabe.org/toy\\_banquet\\_tickets.html](http://www.haabe.org/toy_banquet_tickets.html)  
(No faxes or mail orders will be accepted).
- Jan. 27 – Feb. 10, 2012** HISD campuses select one Bilingual, one Elementary ESL, and one secondary ESL Teacher of the Year. Campus winners complete Application Packet and obtain letter of recommendation/support from principals.
- Feb. 10, 2012- Or before** Principals submit Excel document containing TOY Bilingual/ESL campus winner's information to [toywinners@haabe.org](mailto:toywinners@haabe.org). Excel document is available at: <http://haabe.org/forms.html>
- Feb. 24, 2012** Campus winners submit Application Packet and letter from principal to the Multilingual Programs Department. Attention: Terry Armstrong, Rte. 10, Hattie Mae White Administration Building before 4:30 P.M. Please submit Application Packet in a color-coded folder (Bilingual -red, Elementary ESL -blue, and Secondary ESL -yellow). Attach a label on the top right corner of the color coded folder with SIO name, campus name and TOY Bilingual/ESL campus winner name.
- Feb. 25- Mar. 9, 2012** Review your campus winners' names on the HAABE site: <http://www.haabe.org/TOYWinners2011-12.html> . Send any misspelling corrections to [toywinenrs@haabe.org](mailto:toywinenrs@haabe.org)  
HAABE SIO Finalists Committee selects one Teacher of the Year, one elementary ESL Teacher of the Year, and one secondary ESL Teacher of the Year per School Improvement Office.
- Mar. 9, 2012** HAABE sends Notification to SIO Finalists to complete and submit portfolio.
- Mar. 9, 2012** TOY Banquet tickets early bird price ends (\$55)  
[http://www.haabe.org/toy\\_banquet\\_tickets.html](http://www.haabe.org/toy_banquet_tickets.html)  
All seating will be assigned in the order payments are received.
- Mar. 10, 2012** TOY Banquet tickets \$62 <http://www.haabe.org/pdf/TOY2012flyer.pdf>



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- Mar. 29, 2012** SIO Finalist submit portfolio to Multilingual Department, Attention: Terry Armstrong, Rte. 10, Hattie Mae White Administration Building before 4:30 P.M.
- Mar. 29 –  
Apr. 5, 2012** HISD TOY Bilingual/ESL Selection Committee reviews portfolios and selects HISD TOY Bilingual/ESL and HAABE HISD TOY Bilingual/ESL.
- Apr. 5, 2012** TOY Banquet Program Publication closing date. Send any misspelling corrections to [toywinenrs@haabe.org](mailto:toywinenrs@haabe.org)
- Apr. 24, 2012** TOY Banquet tickets purchase ends \$62  
[http://www.haabe.org/toy\\_banquet\\_tickets.html](http://www.haabe.org/toy_banquet_tickets.html)
- Apr. 27, 2012** HAABE Bilingual and ESL Teacher of the Year Awards Banquet will be held at the **Hilton Americas Hotel, 1600 Lamar Street, Houston 77010**. Tickets for the banquet may be ordered online beginning January 18, 2011 at the HAABE website: [http://haabe.org/toy\\_banquet\\_tickets.html](http://haabe.org/toy_banquet_tickets.html). No fax or mail orders for tickets will be accepted.



## II. Nomination and Competition Guidelines

1. Nominees should be selected without regard to age, sex, race or ethnicity, national origin, handicapping conditions, or religion.
2. The selection must be based on evidence of outstanding instruction in Bilingual or ESL education. Teachers must have completed three successful years of teaching in Bilingual or ESL education in the state of Texas.
3. Only nominees who meet **all** HAABE Teacher of the Year requirements/qualifications will be considered for the awards.

### CAMPUS LEVEL NOMINATIONS & COMPETITION

1. Schools should develop a selection/nomination process that provides for the nominees to be selected by his/her peers in a fair and impartial manner.
2. Teacher of the Year Application Packet is attached to these guidelines and it is available online at <http://www.haabe.org/forms.html>
3. Campus will submit nominee's Teacher of the Year Application Packet to the HISD's Special Populations Department along with a letter of recommendation/support from the teacher's supervisor/principal. (15 Points)  
Please submit Application Packet in a color-coded folder (Bilingual -red, Elementary ESL -blue, and Secondary ESL -yellow). Attach a label on the top right corner of the color-coded folder with SIO name, campus name and TOY Bilingual/ESL campus winner name.

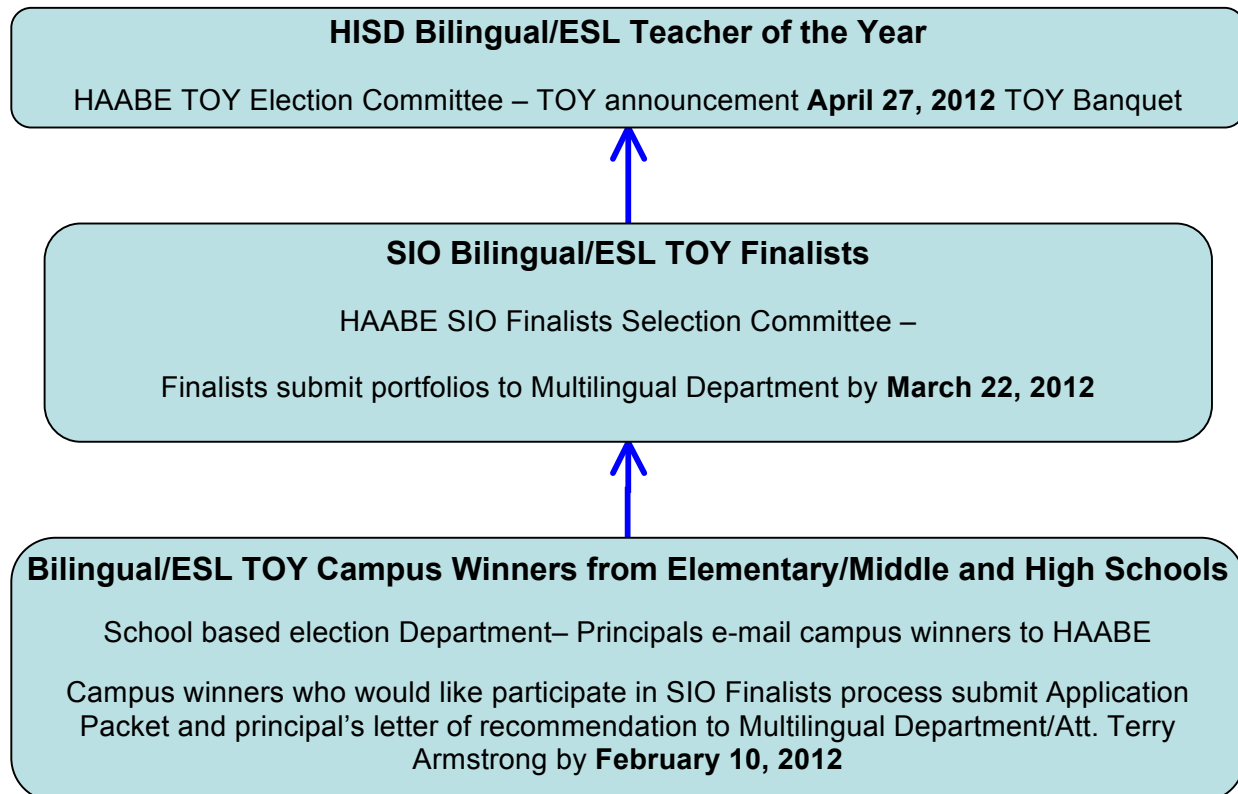
### DISTRICT LEVEL COMPETITION

1. HAABE will oversee the TOY Bilingual/ESL HISD selection process for the SIO and district's levels. Our association has created the SIO Finalists Selection Committee formed by university professors and other experienced educators in the area of bilingual/ESL education. This committee will review and select SIO Finalists among campus winners.
2. SIO Finalists are invited to participate in the district's level competition by preparing and submitting a portfolio. Content portfolio guidelines are attached.
3. HAABE TOY Bilingual/ESL committee will select one Bilingual teacher, one Elementary ESL teacher and a Secondary ESL teacher for HISD based on the portfolio rubric.
4. Nominees' portfolios will be submitted to HAABE by the scheduled deadline. (See Teacher of the Year Timeline.)



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## HAABE Teacher of the Year Awards - HISD Selection Process



**\*NOTE:** The Bilingual and ESL Teacher of the Year District nominees must be members of HAABE, TABE and NABE in order to continue in the Teacher of the Year competition at the local, state or national level.



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### III. Qualifications

#### BILINGUAL TEACHER OF THE YEAR

Nominee must meet the following qualification requirements:

1. Be a full-time classroom bilingual education teacher in any grade level, in a Texas Education Agency (TEA) approved bilingual education program.
2. Be certified or endorsed in bilingual education by TEA.
3. Be a full time bilingual education teacher for at least three consecutive years prior to the 2011-2012 HAABE Teacher of the Year Awards Program.
4. Provide documentation indicating that the nominee is respected and admired by students, parents, and colleagues.
5. Exhibit distinguished leadership service to the profession and the community.
6. Be a member of HAABE/TABE and NABE if recognized as his/her District's 2011-2012 Bilingual/ESL Teacher of Year. \*

#### ESL TEACHER OF THE YEAR

Nominee must meet the following qualification requirements:

1. Be a full-time classroom ESL teacher in any grade level, in a Texas Education Agency (TEA) approved program.
2. Be certified or endorsed in ESL.
3. Be a Texas ESL teacher for at least three consecutive years prior to the 2011-2012 HAABE Teacher of the Year Awards Program and be actively engaged in full-time teaching in an ESL classroom at the time of this award.
4. Provide documentation indicating that the nominee is respected and admired by students, parents, and colleagues.
5. Exhibit distinguished leadership service to the profession and the community.
6. Be willing to become a member of HAABE/TABE and NABE if recognized as his/her District's 2011-2012 Bilingual/ESL Teacher of Year.\*

\* District winners must submit proof of HAABE / TABE and NABE membership along with their portfolios. If they are not members, they must submit a completed membership form available at <http://www.haabe.org/Documents/HISDPayrollDeduct-NEW.pdf>, and a check for the amount required for dues for one year for all 3 organizations. Contact Maria Cigala at [mcigala@haabe.org](mailto:mcigala@haabe.org) for additional information.



## IV. Application Packet

### A. Data Sheet

Please type all information requested – all responses must be contained within this form

Nominee's name: \_\_\_\_\_

Please check one:     Bilingual Teacher     ESL Teacher

Please check all that apply:

I am a member of     HAABE             TABE             NABE

\*Please provide a nominee's recent picture on digital format (CD or memory stick).

#### BASIC INFORMATION

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

#### PROFESSIONAL INFORMATION

School District: \_\_\_\_\_ SIO: \_\_\_\_\_

Campus: \_\_\_\_\_ Campus Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Campus Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Grade Level/Assignment/Position: \_\_\_\_\_

Yrs. experience current position: \_\_\_\_\_ Yrs. in district: \_\_\_\_\_ Total yrs. in education: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Principal's Signature \_\_\_\_\_

I hereby give my permission that any or all materials submitted by me for consideration for HAABE Teacher of the Year Awards be shared with persons involved in reviewing and judging for this award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**B. Biographical Profile (15 Points)**

Nominee's name: \_\_\_\_\_

Please check one:     Bilingual Teacher     ESL Teacher

1. Academic Background: Include all colleges and universities attended (starting with the last institution attended).

College/University	Degree	Major	Date

2. Teacher Certification: List all certifications and endorsements that appear on your teacher certificate.

1.		4.	
2.		5.	
3.		6.	

**C. Professional Development (20 Points)**

1. Professional Development: List your most recent professional development training regarding bilingual/ESL education that you attended or offered/presented. Include the percentage of students meeting one or more years of growth based on last year's TELPAS scores.




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2. Work Experience: Include all teaching experience beginning with your current position.

Employer	Campus	Position/Assignment	Dates of Employment

3. Honors/awards/grants: Describe all awards and honors you have received for your professional accomplishments in education.


**D. Community Service (15 Points)**

Provide a brief description of your efforts to improve education. In addition, provide a list of causes or organizations in which you have volunteered for or participated.




**E. Philosophy of Education (35 Points)**

Describe briefly your philosophy of bilingual or ESL education and its impact on the education of culturally and linguistically diverse students.


**F. Recommendation Letters (15 Points)**

Attach letters of recommendation from nominee’s supervisor/principal.

**G. Other Information**

Include any information you would like to share about yourself that you may not have been able to share in the other areas of this profile.

I hereby give my permission that this information be shared with persons involved in reviewing and/or judging for the upcoming HAABE Bilingual and ESL Teachers of the Year awards at the campus and district level.

Signature: \_\_\_\_\_



## Application Packet Checklist

### 2011-12 HAABE Bilingual/ESL Teacher of the Year

\* Please attach this checklist in the interior left flap of the color-coded folder.

Nominee's name: \_\_\_\_\_

SIO: \_\_\_\_\_

Campus: \_\_\_\_\_

Section	Points	✓
Excel spreadsheet document (TOYWinners) with nominee's information e-mailed by Principal/supervisor to <a href="mailto:toywinners@haabe.org">toywinners@haabe.org</a>		
<b>A. Data Sheet</b>	N/A	
Nominee's picture in digital format (CD/memory stick)	N/A	
<b>B. Biographical Profile</b>	15 Points	
1. Academic Background		
2. Teacher Certification		
<b>C. Professional Development</b>	20 Points	
1. Professional Development list/TELPAS scores		
2. Work experience		
3. Honors/Awards/Grants		
<b>D. Community/ Volunteer Service</b>	15 Points	
<b>E. Philosophy of Education</b>	35 Points	
<b>F. Recommendation Letters</b>	15 Points	
<b>Total Points</b>		



## Portfolio Rubric

### 2011-12 HAABE Bilingual/ESL Teacher of the Year

The portfolio is submitted only by the bilingual and ESL teachers that are selected as the winners for their particular SIO. The portfolio must be presented in a well-organized notebook. The teacher is encouraged to be as creative as possible in preparing the portfolio. A 5x7 glossy black & white photograph and a CD or memory stick with curriculum vitae/resume and all essays must be included with the portfolio. In addition to the Application Packet the portfolio must include the following sections:

**CURRICULUM VITAE/RESUME:** A curriculum vitae/resume includes academic preparation, dates and titles of professional certificates/endorsements, professional work experience, membership in professional organizations, and honors received. Please include number of years where applicable.  
**10 points**

**BIOGRAPHICAL PROFILE:** A narrative written by the nominee describing specific events or experiences leading to his/her involvement in education, particularly bilingual or ESL education. This narrative must be typed, double-spaced, and should not exceed five pages.  
**15 points**

**PHILOSOPHY OF EDUCATION:** An essay written by the nominee (must be in Spanish for bilingual Teachers of the Year/English for ESL Teachers of the Year) reflecting his/her commitment to the profession, including a description of the nominee's educational values and spaced and should not exceed five pages. *Bilingual teachers must submit an English translation of their philosophy of education for the judges.*  
**30 points**

**PROFESSIONAL DEVELOPMENT:** A listing and brief description of the nominee's participation in professional organizations and service committees, commissions, task forces, workshops, conferences, etc. (include the number of years of service and membership). This section should be typed, double-spaced and should not exceed five pages.  
**15 points**

**COMMUNITY SERVICE:** A listing and brief description of the nominee's participation in organizations as well as personal efforts to improve bilingual or ESL education and social conditions of the community. This section should be typed, double-spaced and should not exceed five pages.  
**15 points**

**LETTERS OF SUPPORT:** Include letters of support from students, parents, and colleagues. Please do not exceed five entries.  
**15 points**

The portfolio that is submitted will be used for the TABE Teacher of the Year competition. Please develop the portfolio in a manner that can have more materials added after the HAABE Teacher of the Year competition. Per TABE guidelines, the portfolio will be used for the TABE Teacher of the Year competition. HAABE may need to add some items to portfolio before submission.