

NYC Teaching Fellows Award for Classroom Excellence

NYC Teaching Fellows Award for Classroom Excellence Application

Please read the information below carefully and gather all necessary materials before starting the application. You will not be able to save your application and return to it later. We cannot accept any additional or updated materials once an application has been submitted.

It is important that NYCTF has your most up-to-date contact information so that we can send you communications about your award application status. **Update your current address, phone number, and e-mail address by logging in to My NYCTF (<http://www.nycteachingfellows.org/my>, 'Home' tab).**

Whether you have been nominated or are applying directly, you will need to submit your completed portion of the application by **March 15, 2010**. Please note that in order for your candidacy to be considered, we must also receive two letters or recommendation. Recommenders will be emailed instructions and a secure link for submitting a recommendation only after your portion of the application has been completed and submitted. Please note that these letters of recommendation can be submitted via the online recommendation tool until **March 29, 2010**.

A complete application includes **all** of the following:

Application Categories:

I. Basic Information

II. Resume Upload

III. Essays (2 total)

IV. Recommendations (2 total; 1 must come from your Principal or AP)

*Please provide contact information for your recommenders when submitting your application. We strongly suggest that you contact your recommenders **prior** to listing their information within your application. Our office will contact your recommenders with directions on how to draft and submit a letter of recommendation in support of your candidacy. Candidates will not be considered complete until both letters of recommendation are in receipt.*

V. Eligibility Verification and Electronic Signature

I. Basic Information

In order to apply you will need to supply the following information:

- Your NYC DOE file number, which can be found on a pay stub
- The number of years that you have been teaching in NYC schools
- The subjects/grade levels that you have taught
- Your current school's code (ex. X455, M400)
- The name of your principal

II. Resume (Upload this material in PDF or Microsoft Word format)

Your resume should list the following information chronologically, beginning with the most recent.

Work Experience

- NYC DOE (please list time period, grade level, subject area)
- List any NYCTF leadership roles (FA, FV, FAC, FVC, Selector, etc.) or DOE leadership roles
- Your experience prior to NYCTF

Education/Professional Credentials

- List all institutions of higher education attended & degrees attained
- List teacher certifications and licenses
- Professional development trainings completed

Honors/ Awards

- List all awards and honors that you have received (including any teaching awards)

School Community Involvement/ Professional Activities

III. Essays

We recommend that you draft and revise your essays in a separate word processing application. Once drafted, you may cut and paste your final essays into the text boxes of the online application.

Statement of Introduction (500 Word Maximum)

Please answer the following questions within this essay:

- Why did you become a Fellow?
- How have you structured your classroom environment and culture to reflect academic and behavioral standards?
- How are your beliefs about teaching demonstrated in your personal teaching style?

Classroom Excellence Essay (300 - 750 Words)

Please answer the following questions within your essay:

Candidates in the first year of teaching applying for the Award for Classroom Excellence (Cohort 18)

- Describe a critical period in your development as a first year teacher. What actions did you take to positively impact your practice?
- Please describe what you consider to be a successful classroom. Currently, how do you know you are doing a good job?
- How have you positively impacted student achievement in your classroom? What steps have you implemented to ensure all students continue to excel academically?
- Describe a challenge that you are currently facing in your instructional practice and the steps you are taking to fix it. What measures will you use to know that you have succeeded?

Candidates applying for the Award for Classroom Excellence (Cohorts 1-16)

- Compare your current performance as a teacher to your performance as a first-year teacher. What did you do to transform your teaching practice and what measures have you taken to continue your professional development?
- Please describe what you consider to be a successful classroom. Currently, how do you know you are doing a good job?
- How have you positively impacted student achievement in your classroom? What steps have you implemented to ensure all students continue to excel academically?
- Describe a challenge that you are currently facing in your instructional practice and the steps you are taking to fix it. What measures will you use to know that you have succeeded?

IV. Contact Information for Two Recommenders

Two letters of recommendation are required to complete your application and are due by **March 29, 2010**. This part of the application requires that you provide the names and e-mail addresses of your recommenders. After your application has been submitted, an e-mail will be sent to each of your recommenders with specific directions on how they are to submit a recommendation.

- **One recommendation must come from your Principal or Assistant Principal.** The other letter of recommendation can come from any other education professional who can specifically discuss your practice or development.

- **One recommendation should focus on your classroom impact, and the other on your development as a professional. You should designate which of your references will speak to the following:**
 - **Classroom Impact:** This individual must be able to speak to specific development in your classroom, your classroom culture, and the progress of your students.

OR

- **Professional Development:** This individual must be familiar with your work inside and outside the classroom, your continued development as a professional, and your role as a leader within your immediate school community.

Important: We strongly suggest that you contact and confirm your references prior to submitting their contact information. Once you have submitted this application, our office will contact your recommenders with directions on how to draft and submit a letter of recommendation in support of your candidacy. You will receive emails confirming receipt of recommendations and completion of your application. Please be sure to follow up with your recommenders. Candidates will not be considered until both letters of recommendation are in receipt. All letters of recommendation must be received by **March 29, 2010**.

V. Eligibility Verification and Electronic Signature

False information may result in termination of any award granted. NYCTF reserves the right to remove an application from consideration or revoke a decision at any point during the application process.

Please make sure you update your contact information by logging in to My NYCTF (<http://www.nycteachingfellows.org/my>).