

# APPLICATION FOR NASPE TEACHER OF THE YEAR

## Elementary, Middle and High School Levels

This packet contains the following information about the award program:

1. General background
2. Eligibility requirements
3. Teaching levels
4. Award criteria and essay questions
5. Selection and recognition process
6. Directions for completing application
7. Videotape guidelines
8. Official application form
9. Publicity form
10. Sample contract to which District and National teachers are subject in the year following selection

Submit a completed application packet (application form, press form, 3 recommendations and 7 one page essays) to the state president or appropriate state designee for the year in which you are applying for state recognition. Some states have their own Teacher of the Year application form so be sure to check with the state president or designee to have the correct form. This application form can be used in lieu of any other state form and this form is the required application form for District and National Physical Education Teacher of the Year selection. State winners who belong to AAHPERD are eligible for District Teacher of the Year selection. District winners are eligible for National Physical Education Teacher of the Year selection. The selection and award process concludes each year at the AAHPERD National Convention.

This form may be duplicated or additional forms can be requested through the NASPE office. Questions about the application process can be directed to the NASPE Physical Education Program Manager, (800) 213-7193, ext. 414.

**NASPE**  
**NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION**  
An Association of the American Alliance for Health, Physical Education, Recreation and Dance



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**NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION**  
**PHYSICAL EDUCATION TEACHER OF THE YEAR PROGRAM**

**Background**

NASPE recognizes the work of outstanding physical education teachers at the state, district, and national levels. The current program honors teachers at three levels: elementary, middle school, and high school. SPORTIME International is the exclusive sponsor of the NASPE Teacher of the Year Program. The generous support of SPORTIME provides the resources to implement the selection process and all the special functions and amenities of the recognition process. Additionally, SPORTIME and NASPE partner to support the Teachers of the Year in providing workshops around the country.

**Eligibility Requirements**

Physical educators who meet the eligibility requirements and exemplify the criteria for this award may apply or be nominated by a colleague. A “physical educator” is an individual whose primary teaching responsibility is physical education in one or more grades, K-12, of a specific school or school district.

**Eligibility requirements include:**

1. Current membership in NASPE/AAHPERD for District and National selection;
2. Certification as a physical education teacher;
3. Minimum of five years teaching experience in physical education;
4. Full-time teaching contract, current at the time of nomination and selection at the highest level;
5. Minimum of 60% of total teaching responsibility is teaching physical education classes.

**Please Note:** Current members of the NASPE Board or Directors and the Physical Education Steering Committee; members of the NASPE Teacher of the Year Awards Committee within the last three years; members of the ES, MS, HS PE TOY Selection Committees at the national level within the last three years; former district or national NASPE physical education Teachers of the Year; and recipients of NASPE Teacher of the Year awards at the state level within the last three years are **not** eligible to apply for the National Physical Education Teacher of the Year Award.

**Levels**

Teachers may have responsibility for teaching grades that cross the different levels, but applications can be submitted for one level only. Teachers should apply for the level which represents 50% or more of their physical education teaching assignment.

Elementary - Kindergarten through Fifth Grade  
Middle School - Sixth Grade through Eighth Grade  
High School - Ninth Grade through Twelfth Grade

## **Award Criteria**

The applicant must be a teacher who:

- 1 Conducts a quality physical education program as reflected in NASPE standards and guidelines for K-12 Physical Education programs;
- 2 Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
- 3 Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students;
- 4 Participates in professional development opportunities;
- 5 Provides service to the profession through leadership, presentations, and/or writing.

## **Directions to complete the Application Packet**

Application, publicity form, and essays must:

1. Be filled out completely and if typed, please use Times New Roman 12 point font or Arial 10 point font
2. Be submitted to the state designee by **the state designated deadline**

Applicants must address each of the criteria (1-5) listed above as it applies to his/her teaching situation. In addition, applicants must submit responses to the two essay questions to provide a more information related to their teaching. Each answer must not exceed one 8-1/2 x 11 page, single-spaced, in 12 point font.

Three letters of recommendation should be included. The letters should be one to two pages in length with content directly related to the award criteria. One letter must be from the current principal; additional letters may be from colleagues or parents or others who are familiar with the work of the applicant

Applications forwarded to National must be on the forms which are included in this packet and comply with all guidelines described herein or they will not be considered.

## **State and District Selection and Recognition Process**

All applicants must turn in the entire application packet to their **appropriate state designee by the publicized state deadline**. (This date may vary by the state association. Applicants should check with the state president, Executive Director, or Awards chairperson for the correct deadline date). Most states also require the recommendations and the essays.

State awards chairpersons are requested to select one State Teacher of the Year for each of the three levels and forward the recipients' names and applications, criteria/essay responses, recommendations, and publicity forms to AAHPERD, Vice President of Programs, 1900 Association Drive, Reston, VA 20191. The State AHPERD winners' packets must be received at AAHPERD (Vice President of Programs) by **October 15**. NASPE will check to be sure the state winner packets for Physical Education Teachers of the Year are complete and that the state winners are also members of NASPE/AAHPERD. The office of the Vice President of Programs will then send the packet of materials to the **appropriate district awards committee designee by November 1**.

District selection committees will select one District **Physical Education** Teacher of the Year for each of the three levels and forward the recipients' names, applications, press forms, responses to the criteria/essays and recommendations to the **NASPE TOY Program**, 1900 Association Dr., Reston, VA, 20191-1599, **no later than December 15**.

**THIS DATE IS FINAL (to provide time for District winners to plan for convention).**

## Video Guidelines for NASPE National Teachers of the Year Application

A videotape of a lesson is a requirement for District Teacher of the Year winners participating in the selection process for National Teacher of the Year at the AAHPERD National Convention and **may** be required by the state and/or district. Applicants should check with state and district award committee chairs for video requirements.

The videotape is due to NASPE TOY Program, 1900 Association Dr., Reston, VA, 20191-1599, **no later than February 1.**

The purpose of this videotape is to provide a sample of your instructional skills, to capture your teaching and interactions with students. The following guidelines and recommendations will help you prepare the videotape.

1. The video may be from any of your classes but must come from only one class at the level for which you are a candidate. The tape must be **no longer than 30 minutes**. The committee will review only the first 30 minutes of video. You should not edit the tape. There should be no breaks in the filming. We realize that few class periods are exactly and only 30 minutes long, so you can decide whether you are going to film the first 30 running minutes or pick up filming at some other point in your lesson and submit a written introduction to "set the stage" and cue reviewers as to what has happened prior to the beginning of the tape. **This specific state-setting Introduction may be sent in with your tape.** We encourage you to make several tapes and submit the best one. Be sure that your verbal directions and comments to students can be heard by wearing a wireless microphone that the camera can pick up on audio. It is recognized that the "total spectrum" of teaching cannot be "captured" in 30 minutes.
2. The tape should show how you teach a typical class in your regular schedule. Do not include special activities, (i.e. jump rope team, juggling team, or other special events). Try to demonstrate your organization, instruction, pacing, transitions, active learning time, time on task, teacher movement, feedback, interaction with students, classroom management, etc. You should include portions of student practice where you are interacting directly with students.
3. **Write an introduction or preface to the lesson** that will place the lesson in the context of the unit and overall physical education program. It can set the stage for the day's lesson and explain what has happened before or after the 30 minute video snap-shot. This introduction should include the following information: placement of lesson in the unit, what occurred before and will occur after this lesson, a description of the type of assessment(s) used with this lesson, and, if the filming picks up after the class has started, describe what has already gone on during the lesson. Focus only on this lesson. Other things that may be included in the introduction are: 1) Brief description of school demographics, 2) grade level of the class, 3) number of students in the class, 4) length of class period, 5) how often the class meets, 6) information on the activity being presented, 7) specific content and skills being practiced.
4. The videotape must be accompanied by this **introduction** and a **complete lesson plan for the whole class period**. Indicate, in the lesson plan, the section which will appear on the video if only a part of the lesson can fit into the 30 minutes.
5. Video specifications:
  - The video should be the highest quality possible using the very best video recorder that you can find, digital preferred. There must be a very clear audio track and the TOY should wear a wireless microphone.
  - Format: NTSC video: Windows Media Video (.avi, .wmv), QuickTime (.mov), MPEG (.mpg)
  - Resolution: 640x480 px or 320x240 px (It can be bigger than 640x480, but not under 320x240)
  - Make sure to burn a **DATA** dvd or cd, **not** a MOVIE DVD or CD. (We cannot extract the movie from a Movie DVD to make it into a streaming video.)

If you have to film in a VHS format or some other format, please have the video transferred to the specifications listed before sending it to NASPE.

YOUR VIDEOS MUST BE RECEIVED NO LATER THAN **FEBRUARY 1** AND MAILED TO:

NASPE/TOY PROGRAM - 1900 ASSOCIATION DR. - RESTON, VA 20191-1599  
YOUR VIDEOS WILL NOT BE RETURNED. **We highly recommend that you keep a copy.**

Be sure you submit a 30 minute video, an introduction, and a complete lesson plan. Do not send in the whole unit plan.

WE DO NOT ACCEPT PORTFOLIOS AS PART OF THIS PROCESS. (Portfolios may not be presented at/during the interview.)

**NASPE TEACHER OF THE YEAR  
OFFICIAL APPLICATION FORM**

Detach the application and publicity forms from the rest of this packet and send them along with your responses to the 5 award criteria and 3-5 letters of recommendation to your state AHPERD designee.

Level:           \_\_\_    Elementary (K-5)  
                  \_\_\_    Middle School (6-8)  
                  \_\_\_    Secondary (9-12)

**Applicant's Name:** \_\_\_\_\_

Name You Wished to be called \_\_\_\_\_

**Name to Use in Writing (certificates, press releases, etc)** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**School Email address:** \_\_\_\_\_

Home Email address: \_\_\_\_\_

Present Position/Title: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Educational Information:**

College/University

Major

Bachelors Degree

Masters Degree

Doctoral/Prof. Degree

Other

**Career Information:**

Position

Location

Length of Service

**Professional Affiliations/activities:**

NASPE/AAHPERD Membership # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Years of Membership \_\_\_\_\_  
NASPE Activities (offices, committees, articles, etc.)

District AAHPERD:  
District Offices/Division or Project Activities:

State AHPERD Membership # \_\_\_\_\_ Expiration date: \_\_\_\_\_ Years of Membership \_\_\_\_  
State Offices/Division or Project Activities:

Other Professional Affiliations/activities:

**Significant Achievements in the Field of Physical Education:**

**Community Service:**  
(Type and dates.)

## **AWARDS CRITERIA**

**ATTACH SEPARATE SHEETS, ONE (MAXIMUM) FOR EACH OF THE FIVE AWARD CRITERIA LISTED BELOW. THE APPLICANT SHOULD DISCUSS QUALIFICATIONS RELEVANT TO THOSE CRITERIA. MAJOR CONSIDERATION FOR THE AWARD WILL BE BASED ON THESE CRITERIA AND RESPONSES TO THE ESSAY QUESTIONS.** Each response to criteria and essay questions must not exceed one 8-1/2 x 11 page, single-spaced, in 12 point font.

**CRITERION 1: CONDUCTS A QUALITY PHYSICAL EDUCATION PROGRAM AS REFLECTED IN NASPE STANDARDS AND GUIDELINES FOR K-12 PHYSICAL EDUCATION PROGRAMS.**

**CRITERION 2: UTILIZES VARIOUS TEACHING METHODOLOGIES AND PLANS INNOVATIVE LEARNING EXPERIENCES TO MEET THE NEEDS OF ALL STUDENTS.**

**CRITERION 3: SERVES AS A POSITIVE ROLE MODEL EPITOMIZING PERSONAL HEALTH AND FITNESS, ENJOYMENT OF ACTIVITY, SPORTSMANSHIP, AND SENSITIVITY TO THE NEEDS OF STUDENTS.**

**CRITERION 4: PARTICIPATES IN PROFESSIONAL DEVELOPMENT OPPORTUNITIES.**

**CRITERION 5: PROVIDES SERVICE TO THE PROFESSION THROUGH LEADERSHIP, PRESENTATIONS, AND/OR WRITING.**

**Essay Questions (limit one page each)**

- 1. What is your philosophy of teaching physical education?**
- 2. What makes your physical education program different from other physical education programs?**

## **RECOMMENDATIONS**

**THREE LETTERS OF RECOMMENDATION SHOULD BE INCLUDED WITH THE APPLICATION. NO ADDITIONAL LETTERS OF RECOMMENDATION MAY BE SUBMITTED. LETTERS SHOULD BE DIRECTLY RELATED TO THE AWARD CRITERIA LISTED ABOVE. THERE MUST BE ONE LETTER FROM THE PRINCIPAL; OTHER LETTERS MAY BE FROM A COLLEAGUE, A PARENT WHO IS FAMILIAR WITH THE WORK OF THE APPLICANT, A STUDENT OR GRADUATE, A SUPERVISOR AT THE SCHOOL DISTRICT LEVEL, ETC.**



**Television Station:** - List the local stations with the broadest coverage (use back of sheet if there is more than one).

Station Name/Call Letters	Contact Person
Address	
Phone (     )	FAX
Email Address for Contact Person	

**Government Officials:**

State Legislator  
Address  
Email Address:

U.S. Congress Rep.  
Address  
Email Address:

U.S. Senator  
Address  
Email Address:

U.S. Senator  
Address  
Email Address:

**Others** - List others, including titles and addresses, to which press releases about your recognition in this program should be reported.

Use additional sheets if necessary.

## IF YOU ARE SELECTED AS A DISTRICT/NATIONAL TEACHER OF THE YEAR

- You will be asked to sign a contract developed by SPORTIME and NASPE.
- The contract is designed to clarify the opportunities and responsibilities of the National/District Teachers of the Year
- The NASPE Teachers of the Year shall be honored and preside as District/National TOY for the period beginning with end of the AAHPERD National Convention in the year of their selection to the end of the following AAHPERD Convention.

### The responsibilities of NASPE, SPORTIME, and the NASPE District/National Teacher of the Year are as follows:

1. The District/National Teacher of the Year will attend and participate in a Physical Education Teacher of the Year Retreat in Reston, VA, during the summer. This retreat is in late June. All expenses will be covered by NASPE.
2. The District/National Teacher of the Year will attend the AAHPERD National Conventions bracketing the front and back of their District TOY year at your own expense.
3. In collaboration with your cohort of District Teachers of the Year, your District Teacher of the Year group (i.e., elementary school, middle/high school) will present a program at National Convention during either Elementary Physical Education Day or Secondary Physical Education Day, as appropriate. SPORTIME will provide equipment for these sessions. The equipment will be liquidated at the end of the presentations by the Teachers of the Year in accordance with directions provided by SPORTIME. These two presentations must be developed collaboratively by the Teachers of the Year and submitted as a proposal through the NASPE staff liaison to the NASPE Convention Planning Committee by July 15. The Convention Planning Committee will determine how much time will be allotted for the presentations.
4. Each District/National Teacher of the Year will submit one or more proposals to his/her own state AHPERD and district AAHPERD conventions and at least one additional local/state/regional presentation. All Teacher of the Year presentations will be made as a representative of the NASPE Teacher of the Year program. You are requested to wear the NASPE TOY polo shirt and jacket during your presentations. You will be responsible for planning and presenting a session in which you will share appropriate teaching ideas and instructional practices and support quality physical education according to the National Standards for Physical Education and other NASPE guidelines and standards. Copies of relevant NASPE publications and resource information should be included in your presentations and demonstration copies will be made available to you when requested. (Additional copies will be available on consignment from the NASPE office if you would like to sell them to participants.)
5. District/National Teachers of the Year will receive opportunities to present sessions at various local, state, regional, and national conferences, in-services, and workshops. NASPE will coordinate with SPORTIME to facilitate scheduling as requested by the conference host or the Teacher of the Year. All personal expenses (airfare or travel, lodging, local transportation, meals, substitute time, incidentals) incurred due to presentations as a Teacher of the Year during your term under contract should be covered by the host group. This **does not** include presentations at the Teacher of the Year's home state AHPERD and district AAHPERD conventions and at the two AAHPERD National Conventions bracketing each end of your TOY year. No honorarium will be expected in return for presentations during the one-year Teacher of the Year term.
6. The District/National Teachers of the Year will acknowledge NASPE and SPORTIME sponsorship of the Teacher of the Year program in all materials and presentations where identification as a Teacher of the Year is used/publicized.
7. NASPE/SPORTIME will provide a warm-up jacket and polo shirt that should be worn during presentations and when representing the NASPE Teacher of the Year program.

8. The District/National Teacher of the Year will be informed and articulate about NASPE's mission, programs, publications, materials, and activities. NASPE will provide training and opportunities to become familiar with this information at the TOY retreat during the summer. Opportunities will be available for input into NASPE projects, programs, and documents. Teachers of the Year are encouraged to submit proposals for NASPE-sponsored conferences.
9. The District/National Teacher of the Year will be familiar with SPORTIME products and programs and agree to avoid promoting any products that are direct competitors of SPORTIME from the end of the current national convention, beginning of TOY contract year, through the end of the next national convention, end of TOY contract year.
10. SPORTIME will provide a \$300 equipment grant for personal and professional use to each District/National Teacher of the Year.
11. SPORTIME will feature pictures of the District/National Teachers of the Year in their advertisement on the back cover of the Fall issue of the Journal of Physical Education, Recreation, and Dance (JOPERD).
12. The District/National Teachers of the Year will be given the opportunity to submit ideas for new products to SPORTIME (and receive royalties if produced and sold) and opportunities to receive samples of grade appropriate products under consideration or development.
13. NASPE will provide one box of 300 Teacher of the Year business cards to each District/National Teacher of the Year. (Additional cards may be purchased through the NASPE office.)
14. The District/National Teacher of the Year will maintain regular contact with the NASPE office to report presentations, press clippings, and other activities resulting from Teacher of the Year recognition.
15. National Teachers of the Year will be invited to join the SPORTIME Board of Consultants, and upon acceptance, will have their pictures prominently displayed in SPORTIME catalogs.
16. National Teachers of the Year will be invited to attend the District Teacher of the Year Recognition Dinner during the next AAHPERD National Convention and will have specific supportive duties during that convention in support of the TOY program and the new District TOYs