



KANSAS  
Teacher of  
the Year

# 2024 Nomination



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KANSAS TEACHER OF  
THE YEAR PROGRAM



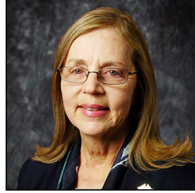
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## Mission

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## Vision

Kansas leads the world in the success of each student.

## Motto

Kansans Can

## Success defined

A successful Kansas high school graduate has the **academic preparation, cognitive preparation, technical skills, employability skills** and **civic engagement** to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## Outcomes

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

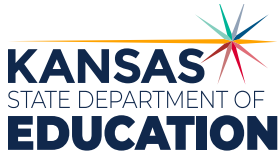
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August 2022

Dear Kansas Educator:

The Kansas State Department of Education is accepting nominations for the 2024 Kansas Teacher of the Year. I encourage every school district to recognize your exemplary teachers by nominating one elementary classroom teacher and one secondary classroom teacher for this prestigious award.

Recognized as one of the premier state Teacher of the Year programs in the nation, the Kansas program identifies, recognizes and utilizes representatives of excellent teaching in the state's elementary and secondary classrooms. Its mission is to build and utilize a network of exemplary teachers who are leaders in the improvement of schools, student performance and the teaching profession.

Participation in this program benefits not only the teachers, but their students, schools, districts and communities. Teachers nominated for this award have the opportunity to:

- Network with other outstanding educators.
- Serve as advocates for students, teachers and education.
- Work with state policymakers, business and community leaders and others who help shape public opinion to promote accurate perceptions of the realities of today's classrooms.
- Share their expertise with preservice teachers and other educators.
- Participate in professional development activities designed to provide them with needed tools to become more effective leaders.

Please give this nomination package to your district's nominees as soon as possible so they have adequate time to complete the nomination. Administrators can demonstrate their support by providing time, perhaps one or two days, for their nominees to work on their nomination. All nominations for 2024 Kansas Teacher of the Year will be submitted using an online application program available beginning September 12, 2022, and closing November 7, 2022.

For more information about this program, please contact the Kansas State Department of Education at (785) 296-4950.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Watson", with a long horizontal flourish extending to the right.

Dr. Randy Watson  
Kansas Commissioner of Education

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# Six Practical Reasons to Nominate a Teacher of the Year

The time is now to nominate candidates for the Kansas Teacher of the Year. While the focus of the program is squarely - and rightly - on teachers, the benefits of each nomination extend far beyond to encompass professional and public communities statewide. Time and effort invested in the nomination process is an investment that will continue to pay dividends for years to come.

## Each nomination ...

- 1. Is good for the teacher.** Recognition has the immediate benefits of boosting the teacher's morale and cementing the already solid perceptions of students, parents and colleagues. Everyone's expectations rise, and outstanding teachers are encouraged to soar to even greater heights. Over the long run, the Kansas Teacher of the Year program opens doors to countless professional opportunities, such as service on state advisory groups, participation in college/university teacher preparation programs and professional organization activities. Recognition expands the sphere of influence of teachers whose influence is needed. It helps leaders lead.
- 2. Is good for the students.** Few things can compare to the pride and joy students feel when their teacher, or a teacher they know, is publicly recognized as a Teacher of the Year at the school or district level. Regional or state recognition compounds the effect. Students feel special by association with a special teacher, and they naturally tend to study harder and learn better.
- 3. Is good for the school and its faculty.** Nominating a Teacher of the Year raises the credibility of any school and its staff in the eyes of the local community. Even the most negative critic will refrain from degrading such recognition and will acknowledge, along with others, that the school is doing something right. The prestige of a Teacher of the Year award rubs off on the institution and on everyone who is a part of it: it breeds success by association.
- 4. Is good for the school district, its leaders and its patrons.** The same positive effects that accrue to a school accrue districtwide. Enhanced community prestige and community pride are, in every sense of the word, priceless and directly contribute to improved expectations, support for schools and student learning.

5. **Is good for the profession.** In recent years, “teacher-bashing” has entered the language as a crude sort of sport. However, several major independent studies have confirmed that the facts point to the consistent success of teachers and schools, and that student achievement has been rising slowly but steadily for two decades in spite of massive social problems and declining resources. Teacher of the Year nominees are among the very best advertisements the profession can put forth as evidence of our impressive success: each Teacher of the Year nominee represents hundreds of other skillful and knowledgeable educators who have been making it happen. One nationwide business foundation uses the slogan, “the future is in the hands of the educated.” A corollary is that the future is in the hands of the educators. Teacher of the year nominees help make certain that message is received loud and clear, along with the conviction that the future is in good hands.
6. **Is good for society.** A healthy society respects and values learning and rewards those who love it and who labor to pass it on to the citizens of tomorrow. A Teacher of the Year nomination provides society the opportunity to recognize a representative of the formal learning community and to engage in the public celebrations which reconfirm society’s respect and debt to teachers past, teachers present and teachers yet-to-come.

The Kansas Teacher of the Year program goes beyond identifying and recognizing exemplary classroom teachers. It utilizes these teachers as leaders in the improvement of schools, student performance and the teaching profession.

### **Ultimately, nominees help to foster school improvement initiatives in Kansas by:**

- Serving as advocates for students.
- Working with state policymakers, business and community leaders and others who shape public opinion to promote accurate perceptions of the realities of today’s classrooms.
- Using their voices to help shape education policy at the local and state levels.
- Serving on state advisory and selection committees, as conference and workshop presenters and as consultants.
- Participating in professional development activities designed to provide exemplary educators with needed tools to become more effective leaders.

These days, the time demands on school personnel are enormous, and we all struggle to make every minute matter and to get the greatest returns for our time and talents. A Teacher of the Year nomination takes more than just a few minutes; but, the benefits — immediate and eventual, in the classroom and beyond the school, foreseen and unforeseen — are so great that few ways of investing our time are likely to be more productive.

### **Make it happen: Nominate a Teacher of the Year.**

Written by:

Dr. Jim Haas  
1993 Milken Educator  
Retired Director, M.A.T. Program  
Webster University-Kansas City Campus



## 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# Kansas Teacher of the Year (KTOY) Program

## Mission

The KTOY program, sponsored by the Kansas State Department of Education (*KSDE*), identifies, recognizes and utilizes representatives of excellent teaching in the elementary and secondary classrooms of the state.

### **The mission of the KTOY program is ...**

*to build and utilize a network of exemplary teachers who are leaders in the improvement of schools, student performance and the teaching profession.*

The KTOY and state finalists serve as ambassadors for education in Kansas, making public appearances across the state.

The KTOY is nominated to represent Kansas in the National Teacher of the Year (*NTOY*) program. The NTOY program, a project of the Council of Chief State School Officers (*CCSSO*), is presented by Voya Financial.

## Nominations

Each school district may nominate one elementary classroom teacher and one secondary classroom teacher for KTOY .

Principals and superintendents do not submit a nomination entry form identifying their candidate(s), but are required to approve and sign the online application after it has been completed by their candidate(s).

All teachers should have an equal opportunity to be nominated for and selected as the district nominee. The local nomination and selection process should not be biased nor give the appearance of bias.

The local selection committee should be comprised of individuals representing all publics with an interest in education.

School principals and superintendents are encouraged to plan recognition ceremonies honoring their exemplary teachers.

Nominations should be made without regard to age, sex, race or religion.

Candidates will complete their nominations using an online application program. The nomination questions are detailed in this packet of information so that candidates can begin work on them immediately. **The online application program will open Sept. 12, 2022, and close Nov. 7, 2022.**

## General Qualifications and Responsibilities

The nominee must be a full-time classroom teacher in any state-approved or accredited school, prekindergarten through grade 12, who is planning to continue in an active teaching status. A nominee who does not continue as a full-time classroom teacher for the 2023-2024 school year is not eligible for the 2024 KTOY or any awards associated with the program.

For the purpose of this program, **a classroom teacher is defined as** —

- A teacher who has and is responsible for a group(s) of students. The teacher's current responsibilities should include:
- Assessment of students, including the assignment of grades on a report card;
- Preparation of lesson plans;
- Parent-teacher conferences;
- Discipline; and
- Day-to-day functioning of class(es), including duties such as attendance, lunch count, lunch and recess duty, etc.

By the **end of the current school year**, the teacher must have **completed a minimum of five years** as a classroom teacher.

The nominee has the respect and admiration of students, parents and colleagues.

### The nominee:

- Is an expert in his/her field who guides students of all backgrounds and abilities to achieve excellence.
- Collaborates with colleagues, students and families to create a school culture of respect and success.
- Deliberately connects the classroom and key stakeholders to foster a strong community at large.
- Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning.
- Expresses himself/herself in an engaging and articulate way.

The nominee must be committed to serving as a leader in efforts to improve schools, student performance and the teaching profession in Kansas. Every teacher nominated for KTOY will have the opportunity to become an active member of the Kansas Exemplary Educators Network (*KEEN*).

Opportunities include:

- Serving as an advocate for students.
- Working with state policymakers, business and community leaders and others who shape public opinion to promote accurate perceptions of the realities of today's classrooms.
- Using the teacher voice to help shape education policy at the local and state levels.
- Serving as a resource for the state's college and university teacher education programs and working with those students considering or committed to entering the teaching profession.
- Serving on state advisory and selection committees, as conference and workshop presenters and as consultants.
- Participating in professional development activities designed to provide exemplary educators with needed tools to become more effective leaders.

The nominee must be released from classroom responsibilities during the year of recognition **as necessary** in order to fulfill the obligations inherent in the honor. Every attempt will be made to schedule activities around the classroom schedule.

**GENERAL GUIDELINES FOR CLASSROOM RELEASE TIME**

Classroom Release Time	Days
District Nominees and Semifinalists	7-15
Finalists	20-30
KTOY	65-75

The KTOY will be awarded The Hubbard Foundation KTOY Ambassadorship, which will enable the KTOY to devote significant time during the second semester (*January-May*) to activities that support the mission of the KTOY program.

It is recommended that the school district hire a full-time replacement teacher in order to provide continuity for the students in the classroom during the KTOY 's absence. The KTOY will be in the classroom when not actively engaged in responsibilities as KTOY Ambassador.

Funds will be provided to pay travel and other necessary expenses incurred by the KTOY during the ambassadorship.

If selected as the 2024 NTOY, the nominee must be released from classroom responsibilities during the year of recognition in order to fulfill the obligations inherent in the honor.

Teachers who have received recognition as KTOY are not eligible for nomination. Those who have been recognized as a state finalist in the KTOY program in the previous three years are not eligible for nomination. Teachers who have been nominated in prior years, but did not achieve at least a state finalist ranking, may be nominated the following year.

## Selection Process

The KTOY program consists of local, regional, and state competitions. The regions correspond to the state's four U. S. congressional districts.

### Regional

KSDE will appoint regional selection committees responsible for reviewing the nomination forms and selecting six semifinalists — three elementary teachers and three secondary teachers — for recognition at the regional level. Two regional finalists — one elementary teacher and one secondary teacher — will be chosen from among these six teachers.

Regional selection committees will be comprised primarily of education administrators and teachers.

Each regional finalist will receive a \$2,000 cash award from Security Benefit in Topeka. They also will be the state finalists for the KTOY .

### State

KSDE will appoint a state selection committee to select the KTOY from among the eight state finalists. Selection committee members will independently review and evaluate the written nomination forms and videotaped interviews of the finalists.

The state selection committee will be comprised of individuals representing business and industry, legislators, boards of education, education administrators, teachers, higher education institutions, education organizations, parents and students.

2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# Recognition and Awards

## Regional

Nominees will be honored at recognition ceremonies in each region. Each regional finalist will receive the Security Benefit cash award at the regional recognition ceremony. These events are planned for:

REGION	DATE	LOCATION	EVENT
1	April 1, 2023	Salina	Lunch, followed by awards program.
2	March 26, 2023	Topeka	Lunch, followed by awards program.
3	March 26, 2023	Overland Park	Dinner, followed by awards program.
4	March 25, 2023	Wichita	Lunch, followed by awards program.

## State

The 2024 KTOY State Awards Banquet will tentatively be held Sept 23, 2023, in Wichita. The reception will be at 4:00 p.m., followed by dinner and the awards program at 5:00 p.m.

The state finalists will be introduced individually, while district nominees will be recognized as a group during the “grand march” at the beginning of the program. The celebration will culminate in the announcement of the 2024 KTOY .

The KTOY will:

- Be awarded a lifelong learning scholarship, enabling the recipient to enroll free of charge in up to nine credit hours per year at any Kansas Regents’ institution, Washburn University in Topeka, Baker University in Baldwin City, Bethany College in Lindsborg, Kansas Wesleyan University in Salina, MidAmerica Nazarene University in Olathe, University of Saint Mary in Leavenworth, Tabor College in Hillsboro or Webster University in Kansas City, provided the individual is actively pursuing a teaching career in Kansas.
- Be awarded The Hubbard Foundation KTOY Ambassadorship, enabling the KTOY to devote significant time during the second semester (January-May) to activities that support the mission of the KTOY program.
- Receive a cash award in the amount of \$4,000 from Security Benefit in Topeka.
- Receive a rental vehicle from Enterprise Rent-a-Car, Merriam, for use during The Hubbard Foundation KTOY Ambassadorship.
- Receive a Leader in Education ring from Jostens, Inc.
- Awards from other companies are pending.
- Following the state awards banquet on Saturday, a meeting for the 2024 KTOY and state finalists will be held on Sunday, Sept. 24, 2023 in Wichita. Team members will begin to discuss and plan their activities for the year.

## 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# Professional Development Activities

## Conferences

As exemplary educators, the 2024 KTOY finalists, semifinalists and district nominees will have the opportunity to participate in professional development conferences during the year. They will join exemplary educators identified through other programs at conferences designed to provide educators with the tools they need to become more effective leaders.

Conferences are tentatively planned for the following dates:

- Sept. 22-24, 2023
- Late Jan. 2024
- Feb. 16-17, 2024 (*tentative date*)

Typically held in conjunction with the team conference in January, the 2024 KTOY Team Legislative Recognition Day is set tentatively for late Jan. 2024. The Kansas Senate and the Kansas House of Representatives will recognize the 2024 KTOY and state finalists. Team members will have the opportunity to give presentations to the Senate and House Education Committees.

## School District Visits

The 2024 KTOY and state finalists will schedule and plan visits to each other's school districts during the 2023-2024 school year.

In addition, semifinalists and district nominees for 2024 KTOY who attend the state leadership conference in September will be assigned to teams so they can schedule and plan visits to each other's school districts during the 2023-2024 school year. Each semifinalist and nominee should plan to participate in four to eight school district visits.

# 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

## Timeline

DATE	EVENT
August 2022	KSDE posts 2024 KTOY nomination package on agency website.
Sept. 12, 2022	Online application program for 2024 KTOY opens.
Nov. 7, 2022	Online application program for 2024 KTOY closes.
April 1, 2023	Nominees honored and regional finalists announced at regional recognition banquets. <ul style="list-style-type: none"> <li>• Region 1 - Salina (<i>lunch</i>)</li> </ul>
Mar. 25, 2023	Nominees honored and regional finalists announced at regional recognition banquets. <ul style="list-style-type: none"> <li>• Region 4 - Wichita (<i>lunch</i>)</li> </ul>
Mar. 26, 2023	Nominees honored and regional finalists announced at regional recognition banquets. <ul style="list-style-type: none"> <li>• Region 2 - Topeka (<i>lunch</i>)</li> <li>• Region 3 - Overland Park (<i>dinner</i>)</li> </ul>
Sept. 22, 2023	2024 KTOY Leadership Conference, Wichita. ( <i>Participants include all teachers nominated by their districts for 2024 KTOY .</i> )
Sept. 23, 2023 <i>tentative</i>	2024 KTOY State Awards Banquet, Wichita. ( <i>Participants include all teachers nominated by their districts for 2024 KTOY .</i> )
Sept. 24, 2023	2024 KTOY Team Meeting, Wichita. ( <i>Participants are 2024 KTOY and state finalists.</i> )
Jan. 2024	2024 KTOY Team Legislative Conference and Legislative Recognition Day, Topeka. ( <i>Participants are 2024 KTOY and state finalists.</i> )
Feb. 16-17, 2024	Kansas Exemplary Educators Network (KEEN) State Education Conference, Topeka. ( <i>Participants are KEEN members, including Kansas exemplary educators involved in the KTOY and other programs.</i> )

## 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# The Hubbard Foundation Kansas Teacher of the Year Ambassadorship

The Board of Directors for the Kansas Foundation for Excellence in Education, under the leadership of former U. S. Senator Nancy Kassebaum-Baker, established a permanent endowment for the KTOY program. When fully endowed, the earnings will fund a one-semester ambassadorship for the KTOY .

In the meantime, the Kansas Foundation for Excellence in Education will work cooperatively with the KTOY 's school district to fund a one-semester ambassadorship to be awarded to the KTOY .

The ambassadorship is named in honor of the lead contributor — The R. D. and Joan Dale Hubbard Foundation — which gave \$250,000 for this purpose.

The Hubbard Foundation KTOY Ambassadorship enables the KTOY to devote significant time during the second semester (*January-May*) to activities that support the mission of the KTOY program.

The KTOY , the school district and KSDE will negotiate these days. The teacher will remain an employee of the school district, but released from classroom teaching responsibilities on the negotiated days of the ambassadorship. The KTOY will be in the classroom when not actively engaged in responsibilities as KTOY .

It is recommended that the school district hire a full-time replacement teacher in order to provide continuity for the students in the classroom during the KTOY 's absence.

The Kansas Foundation for Excellence in Education will provide funds to pay travel and other necessary expenses incurred by the KTOY during the ambassadorship.

The administrators of the KTOY program at KSDE will work closely with the KTOY to plan appropriate activities during the ambassadorship. KSDE will approve all ambassador activities.



## 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# Partnership with Security Benefit



Security Benefit, Topeka, serves as the chief corporate partner for the KTOY program with its commitment to provide \$28,000 in financial assistance each year. These funds are used to recognize and reward exemplary classroom teachers.

- A cash award in the amount of \$4,000 will be presented to the KTOY at the state awards banquet.
- A cash award in the amount of \$2,000 will be presented to the finalists — one elementary teacher and one secondary teacher — in each of the four congressional districts at the regional level of the KTOY program. These awards will be presented at the regional recognition banquets.
- A contribution in the amount of \$2,000 will be given to the regional leadership team in each of the four congressional districts to assist in underwriting the expenses of the regional recognition banquets.

The KTOY program, including the application and selection process, is under the direction of KSDE.

## 2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

# How to Apply

## KTOY Online Application Program Instructions

Nominees **must submit their nomination using the online the Kansas Teacher of the Year authenticated application program** available [here\\*](#). The online application program will **open Sept. 12, 2022**, and **close Nov. 7, 2022**.

**Nominees, as well as principals and superintendents, will be required to complete a registration process before they can access the online application program.** Educators will be able to register starting Sept. 1, 2022.

Listed below are the instructions to request access to KSDE's Kansas Teacher of the Year authenticated application.

### Nominees

If you are a teacher who is registered for another KSDE authenticated application, such as KEEP2, please follow the instructions noted below to add the Kansas Teacher of the Year program to your approved list of authenticated applications.

1. Go to the KSDE's website at <https://www.ksde.org>.
2. Under **Popular Resources** on the right side of the homepage, *click on the button* for **Authenticated Applications**.
3. This will open a page titled, **User Login for KSDE Web Applications**.
  - a. Log on to the KSDE Web Applications by **entering your registered username** and **password**.
  - b. If you don't remember your username, please email [helpdesk@ksde.org](mailto:helpdesk@ksde.org) and request your username via email. This information can only be provided via email, not via phone.
4. If you haven't used an authenticated application in the past 90 days, your account will be locked. *Click* on the **Forgot Password** button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.
5. Once you are in the KSDE Web Applications, *click* on **Manage My Account**.
6. Under Application Name, *click on the box* next to the application named **Kansas Teacher of the Year**.
7. Under Application Access Level, *select* **Nominee**.
8. *Enter* your **date of birth** and *answer* the **security question**.
9. *Click* on the **Submit button** at the bottom of the page.
10. Next you will be prompted to *enter* your **Teacher ID** number and **Social Security Number**.

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\*User Login for KSDE Web Applications website: <https://apps.ksde.org/authentication/login.aspx>

If you are a teacher who is not registered for any other KSDE authenticated application, please follow the instructions noted below to register for access to the KTOY program.

1. Go to the KSDE's website at <https://www.ksde.org>.
2. Under **Popular Resources** on the right side of the homepage, *click on the button* for **Authenticated Applications**.
3. This will open a page titled, **User Login for KSDE Web Applications**.
4. Scroll to the **New User Registration** section at the bottom of the page and *click* on the **Register** button.
5. Complete all of the required information on the registration form, paying particular attention to the following areas:
  - a. Under Application Name, *click on the box* next to the application named **Kansas Teacher of the Year**
  - b. Under Application Access Level, *select* **Nominee**.
  - c. Complete all required fields on the form, remembering that you must create a new username for this application.
6. *Click* on the **Submit** button at the bottom of the page.
7. Next, you will be required to *enter* your **Teacher ID Number** and **Social Security Number**. Follow these steps if you need to look it up.
  - a. Go to the KSDE's website at <https://www.ksde.org>.
  - b. Under the Teaching/Learning menu at the top of the page, *select* **License Lookup**
  - c. *Enter* your **last name** and **Social Security Number** without any dashes; search.
  - d. Return to the registration form for authenticated applications and *enter* your **Teacher ID Number**. You cannot copy and paste your number, but must manually enter it into the field on the registration form.
8. Only after *entering* your **Teacher ID Number** and **Social Security Number** will your registration be processed.

## Principals and Superintendents

Principals and superintendents will be required to approve and electronically sign the nominee's completed nomination.

If you are a principal or superintendent who needs to add the Kansas Teacher of the Year program to your approved list of authenticated applications, please follow the instructions noted below.

1. Go to the KSDE's website at <https://www.ksde.org>.
2. Under **Popular Resources** on the right side of the homepage, *click on the button* for **Authenticated Applications**.
3. This will open a page titled, **User Login for KSDE Web Applications**.
4. Log on to the KSDE Web Applications by entering your registered username and password.
  - a. If you don't remember your username, please *email* [helpdesk@ksde.org](mailto:helpdesk@ksde.org) and request your username via email. This information can only be provided via email, not via phone.
  - b. If you haven't used an authenticated application in the past 90 days, your account will be locked. Click on the **Forgot Password** button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.

**THE KANSAS TEACHER OF THE YEAR ONLINE APPLICATION PROGRAM INSTRUCTIONS**  
2024 NOMINATION KANSAS TEACHER OF THE YEAR PROGRAM

5. Once you are in the KSDE Web Applications, click on **Manage My Account**.
6. Under Application Name, *click* on the box next to the application named **Kansas Teacher of the Year**.
7. Under Application Access Level, select **Principal** or **Superintendent**.
8. *Enter* your **date of birth** and answer the **security question**.
9. *Click* on the **Submit** button at the bottom of the page.

Your registration form will be submitted to the superintendent for approval. Once the superintendent approves your request, the KSDE Help Desk will approve it.

If you have already registered for access to the KTOY program, but haven't used any of the authenticated applications in the past 90 days, your account will be locked. *Click* on the **Forgot Password** button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.

Questions about registering for access to the program can be directed to [helpdesk@ksde.org](mailto:helpdesk@ksde.org) or (785) 296-7935.

- The various sections of the nomination form include:
  - General Information.
  - Resume.
  - Professional Biography.
  - Response Questions.
  - Recommendation Letters.
  - Photograph, including Copyright Release if applicable.
  - Signatures.

More information about each of these can be found in the section titled, **Information Required to Complete the KTOY Online Application**, on [pages 21-27](#) of this document.

If you have any questions about the program or the nomination process, please contact Tamla Miller, coordinator for the KTOY Program, at [tmiller@ksde.org](mailto:tmiller@ksde.org) or (785) 296-4950.

# Information Required to Complete the KTOY Online Application

## Nominee

### Nominee Entry Page: General Information

When you access the online application program, you will need to provide general information including:

- Name
- School district
- School
- Home contact information.
- The subject and grade level you currently teach
- Number of years you have taught in your career and in your current position.
- If you are filing as an elementary or secondary candidate.

You will also need to enter the name and email address of both your principal and superintendent. If your assistant principal or assistant superintendent must sign the nomination in lieu of your principal or superintendent, enter the assistant principal or assistant superintendent's name and email address. Please make sure the email addresses are accurate as they will be used in routing the application through the online approval process.

The program is set to auto-fill some of the information required on the form. Once you have entered your school district and the name of your school, the program will complete the school address, phone number and fax number.

After completing and saving the Nominee Entry page, your next step will be to proceed to the Nominee Upload page to upload the documents described below. If you are not ready to upload your documents, you may log out of the program. Once ready to upload the documents, you may log in to the online application program and proceed to the Nominee Upload page.

## Nominee Upload Page

You will **upload** your resume, professional biography, response questions, three recommendation letters, photograph and, if necessary, a photograph release form to the **Nominee Upload** page. All documents, with the exception of your photograph, should be saved as .pdf documents. Your picture should be saved as a .jpg file.

Instructions for naming each of the required documents are included in the description for each section on the following pages.

You must upload a document for each section except for the optional photograph release form. If your photograph is protected by copyright, you must upload a photograph release form. You will not be able to submit your application until all of the required documents have been uploaded to this page.

## Resume

Your resume should be easy to read and may be single-spaced. Include the year(s) for each item on your resume. **Your picture should not appear on your resume. Resume maximum size is two pages.**

Categories are as follows:

1. **Education** – List colleges and universities attended, including postgraduate studies, with degree earned, major and years of attendance (*i.e., 2007-2011*) for each entry.
2. **Licenses and/or Certifications** – List licenses and/or certifications you currently hold and the year each was obtained.
3. **Work Experience** – List work experience, including employer (*i.e., school district and school*), position, grade level, subject area and years in position (*i.e., 2011-2016*).
4. **Professional Association Memberships** – List professional association memberships, including offices held, other relevant activities and years (*i.e., 2011-2012*) for each entry.
5. **Leadership Experience** – List leadership experience, including position, organization and years in position (*i.e., 2010-2012*).
6. **Awards and Other Recognition** – List awards and other recognition you have received as a teacher, including year received for each entry.

Save resume for uploading to the online application as **LastName\_USDNumber\_Resume.pdf**.

## Professional Biography

**Professional Biography maximum size is 250 words.** Please complete your professional biography in third person. By completing this section, you agree that your biography can be used in KSDE and KTOY program materials.

Your biography should paint a picture of you as a professional educator. Please include the following items:

- The grade level and subject you currently teach.
- The school in which you currently teach, including city and state.
- All degrees you hold, including the institution where they were received (*i.e., Bachelor of Science in Finance from the University of Connecticut*).

Please follow the following style guidelines:

- Spell out your degrees (i.e., Bachelor of Arts, not BA).
- Capitalize a subject area only when it is a language (i.e., capitalize English, but not calculus).
- Use your first and last name in the first reference, but your last name only on second and subsequent references.
- Spell out all acronyms the first time they are used.

Save professional biography for uploading to the online application as **LastName\_USDNumber\_ProfessionalBiography.pdf**.

## Response Questions

Respond to the five questions noted below, highlighting your personal story and why you believe you should be the 2024 KTOY . Please indicate evidence of student impact. Please do not include external links.

Your responses may include pictures that help illustrate your story, but the pictures should not be the focal point of your response.

Maximum word counts are indicated in parenthesis.

Please include the question number and the question in bold type, followed by your response in regular type. Separate each of the five questions and responses so each stands alone and will be easy to follow.

- 1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (750 words.)**
- 2. Describe a project or initiative in which you have been involved that contributed to the improvement of overall school culture. What was your role, how did you collaborate with others and what is the status of this project today? Please include evidence of student impact. (Maximum 500 words.)**
- 3. How do you ensure that education transcends the classroom? Describe specific ways in which you deliberately connect your students with the community. Please include evidence of student impact. (Maximum 500 words.)**
- 4. What do you consider to be a major public education issue today? Describe how you demonstrate being a lifelong learner, leader and innovator about this issue, both in and outside of the classroom walls. (Maximum 500 words.)**
- 5. As the 2024 KTOY , you serve as a spokesperson and representative for all teachers and students. What is your message? What will you communicate to your profession and to the public? (Maximum 750 words.)**

Save response questions for uploading to the online application as **LastName\_USDNumber\_ResponseQuestions.pdf**. Your responses to all five questions will be uploaded as a single document.

## Recommendation Letters

Attach three one-page recommendation letters that support why you should be the 2024 KTOY . At least one of these must be a recommendation from a current administrator. The other two recommendations may be from a student/former student, parent, colleague, administrator or business/community/civic leader.

**Each letter should not exceed one page in length.**

Save recommendation letters for uploading to the online application as:

- LastName\_USDNumber\_Recommendation1.pdf
- LastName\_USDNumber\_Recommendation2.pdf
- LastName\_USDNumber\_Recommendation3.pdf.

## Photograph

Attach a headshot photograph of the candidate suitable for publicity purposes:

- Full-color image.
- Portrait orientation.
- At least 300 DPI (image does not need to be larger than 4" x 6" inches).
- .jpg format.
- Sharp contrast between individual and background is preferred. A contrasting plain, light background is requested rather than a picture of the candidate taken outdoors, sitting in a chair or with some other type of background scenery.

By completing this section, you agree that your picture can be used in Kansas State Department of Education and KTOY program materials.

Save photograph for uploading to the online application as **LastName\_USDNumber\_Headshot.jpg**.

## Copyright Release

If photograph is copyright protected, please include permission for its use in KSDE and KTOY program materials.

Save photograph copyright release for uploading to the online application as **LastName\_USDNumber\_PhotoRelease.pdf**.



# Nominee, Principal and Superintendent Approval and Signatures

The nomination must be approved and electronically signed by the nominee, nominee's principal and nominee's superintendent.

## Nominee's Approval and Signature

After completing the Nominee Entry page and uploading all of the required documents to the Nominee Upload page, the nominee will proceed to the **Signature Page** by *clicking* on the red button that reads, **Approval and Signature Page**. This red button is located at the bottom of the Nominee Upload page.

## Nominee's Signature Statement

By signing this nomination form, I acknowledge that:

- I have read, understand and meet the general qualifications for KTOY and agree to accept the responsibilities as outlined in the nomination packet on [pages 10-11](#).
- I understand that I will become ineligible if I am not a full-time classroom teacher as defined by this program for the 2023-2024 school year.
- I will be released from classroom responsibilities during the year of my recognition as necessary in order to fulfill the obligations inherent in the honor. General guidelines for classroom release time are:

### GENERAL GUIDELINES FOR CLASSROOM RELEASE TIME

Classroom Release Time	Days
District Nominees and Semifinalists	7-15
Finalists	20-30
KTOY	65-75

- If selected as the 2024 NTOY, I will be released from classroom responsibilities during the year of recognition in order to fulfill the obligations inherent in the honor.
- I give my permission that any and all of the materials provided with this online nomination may be shared with persons interested in promoting the Kansas and NTOY programs.

## Signature Prompt

As the nominee, you will be prompted to type your full name, tab and then select a signature style.

When ready to submit your nomination, click on the red button that reads, Save and Submit to Principal and Superintendent for Approval. You will be prompted to log out of the online application program. Once you click the Save and Submit button, you will not be able to access your nomination.

## Principal/Superintendent’s Approval and Signatures

Your principal and superintendent will each receive an email indicating that you have submitted a nomination for KTOY that is ready for their review and approval. They will be directed to the KSDE Authentication Page, where they will be required to register for the KTOY program if they have not already done so.

Once their registrations have been approved, your principal and superintendent will be able to log in to the KTOY online application program and select your nomination from the Nominee List. They will be able to open and review each document.

After completing the review of the nomination packet, the principal/superintendent will proceed to the Signature Page by clicking on the red button that reads, Approval and Signature Page. This red button is located at the bottom of the page.

## Principal/Superintendent’s Signature Statement

By signing this nomination form, I acknowledge that:

- I have read and understand the general qualifications and responsibilities for KTOY as outlined in the nomination packet on [pages 10-11](#).
- The nominee meets the general qualifications for KTOY as outlined in the nomination packet and submits this nomination with my approval.
- The nominee will become ineligible if not a full-time classroom teacher as defined by this program for the 2023-2024 school year.
- The nominee will be released from classroom responsibilities during the year of recognition as necessary in order to fulfill the obligations inherent in the honor. General guidelines for classroom release time are:

### GENERAL GUIDELINES FOR CLASSROOM RELEASE TIME

Classroom Release Time	Days
District Nominees and Semifinalists	7-15
Finalists	20-30
KTOY	65-75

- If the nominee is selected as the 2023 NTOY, the nominee will be released from classroom responsibilities during the year of recognition in order to fulfill the obligations inherent in the honor.

## Signature Prompt

The principal/superintendent will be prompted to type his/her full name, tab and then select a signature style.

When ready to approve the nomination, the principal/superintendent will click on the red button that reads, Save and Notify Nominee of Approval. The principal/superintendent will be prompted to log out of the online application program. Once the principal/superintendent clicks on the **Save and Notify Nominee of Approval** button, he/she will not be able to access your nomination.

## Nominee Notifications

The nominee will receive separate email notifications once the principal and superintendent have approved the nomination. When both the principal and superintendent have approved the nomination, the nominee will receive an email indicating that both administrators have approved the nomination and that it has been submitted to KSDE.

## Deadline

All nominations must be submitted to KSDE on or before Nov. 7, 2022. Nominations are not submitted until they have been approved and electronically signed by the nominee, principal and superintendent.

## Questions

If you have any questions about the program or the nomination process, please contact Tamla Miller, coordinator for the KTOY program, at [tmiller@ksde.org](mailto:tmiller@ksde.org) or (785) 296-4950.

For more information, contact:

**Tamla Miller**  
Public Service Administrator KTOY Program  
Communications and Recognition Programs  
(785) 296-4950  
[tmiller@ksde.org](mailto:tmiller@ksde.org)



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