

## **MASTER TEACHER PROGRAM**

### **APPLICATION**

Teachers applying for the Master Teacher designation must meet the eligibility requirements, compile clear supporting documentation for the performance criterion outlined below and submit that documentation to the Master Teacher Governing Board by the application due date of April 1, or the next regular business day if it falls on a weekend or holiday.

### **ELIGIBILITY**

Applicants must have been employed as a teacher in Douglas County Schools for six consecutive years (the current year counting toward the total). In addition, the teacher must have received the designation of outstanding teacher twice during the previous six years or be certified by the National Board for Professional Teaching Standards.

**Teachers will declare their intention to participate in the Master Teacher program by notifying the Human Resources Department in writing (email ) no later than October 15.**

### **CRITERIA**

There are several areas in which a teacher must demonstrate master teacher performance levels. Student growth is considered the most important criterion for a master teacher, but it is not the only criterion. Other aspects of a teacher's overall performance, including leadership, professional recognition, creativity and innovation, are also important. To be designated a Master Teacher applicants must provide documentation for three of the four criteria areas outlined below. All documentation must be from accomplishments or work done during the six years immediately prior to application.

**A. STUDENT GROWTH** – *All applicants must submit documentation demonstrating master teacher performance in this criterion.*

- All applicants will demonstrate outstanding student growth on a longitudinal basis (a minimum of two years of student performance data) above the local standard for the targeted student population.
- The student growth demonstrated must be academic in nature and must be linked to school and/or district objectives. The instructional activities must reflect the district's core values.
- The amount of student growth must be clearly demonstrated and documented. The improved student performance must be a direct result of the teacher's instructional practices.
- Pre and post-test data and results must be provided for each year and each student group (a minimum of two years).
- District, building or teacher-designed assessments will be used to measure student growth. The assessments must be quantifiable, measurable and without bias. A list of the assessments administered and copies of the assessments must be included as documentation with the application.
- At the elementary level student growth must be demonstrated in both literacy and in numeracy. Elementary music, art, physical education, technology and other "specials" teachers must meet the secondary requirement.
- At the secondary level student growth must be demonstrated in the teacher's particular content area and representative of the spectrum\* of students in all of the classes the teacher teaches.
- Data should be presented in an abridged form (graphs and/or charts are recommended) accompanied by a narrative analysis of the data supporting exceptional student growth and explaining how the data was used to direct and modify the teacher's instructional practice.
- The narrative analysis accompanying the documentation supporting student growth must not exceed five pages.

\* “Spectrum” means the full range of student ability levels reflected in the teachers overall course load.

***B. Leadership, Recognition, Creativity and Innovation - All applicants must submit documentation demonstrating mastery performance for two of the three criteria areas listed below.***

**Leadership**

- All applicants will demonstrate significant and sustained leadership in work that has a major impact on a school’s or the district’s instructional program. The leadership activity must be beyond normal performance and job expectations.
- The applicant will be required to demonstrate how the activities constitute a leadership experience rather than participation in activities lead by others and how the leadership activity is beyond.
- Leadership within the district may be documented through teaching skills blocks, staff development courses and/or directing other training programs for Douglas County Schools.
- Leadership may be demonstrated by designing, developing and delivering instructional or other training at professional conferences outside of Douglas County.
- Leadership experience may include serving as a consultant for program or systemic improvement in or outside the district. Such consulting may include work with other professionally recognized organizations as well as the implementation of nationally recognized programs.
- Applicants must provide relevant documentation of leadership accompanied by a narrative not to exceed five pages.

**Recognition and Awards**

- Documentation of professional recognition may include publication of an original and substantial work that is research or action-research based in a professional journal, magazine, or chapter in a book.

- Applicants may demonstrate professional recognition through the reception of awards that have strong teaching-related criteria and are granted by professionally recognized and credible organizations. (Applicants will be required to provide evidence of the professional performance standards on which the award is granted. The Master Teacher Governing Board will determine whether the award's standards meet the requirements for the Master Teacher program.)
- Professional recognition does not include school or district awards or grants.
- The narrative accompanying the documentation of professional recognition must not exceed five pages.

### **Creativity/Innovation**

- Demonstration of creativity and innovation may include examples of highly creative instructional innovations that positively impact students academically beyond normal classroom expectations.
- Documentation of creativity and innovation may include examples supporting a pattern of outstanding work in school-community relations, extraordinary community service, leadership in special projects that better connect the school and the community, and school/business partnerships. (The applicant will be required to submit to the committee information describing why this contribution was extra-ordinary and how it was sustained over time.)
- The narrative accompanying the documentation of creativity/innovation must not exceed five pages.

### **PROCESS FOR DESIGNATION**

- Application is made to the Master Teacher Governing Board by the due date of April 1 or the next regular business day thereafter.
- The application must be complete and include evidence to document the teacher meets the performance criteria.
- The applicant may be requested to provide additional documentation or clarification by the Master Teacher Governing Board after submission of the application.

- Applications will be judged on a standardized four-tiered rubric.
- All applicants will receive written feedback regarding their applications highlighting areas of strength and, when appropriate, areas for continued growth.

### **LENGTH OF DESIGNATION**

- The master teacher designation will be for five years.
- A teacher receiving the designation will be required to reapply every five years and demonstrate that their performance has continued to meet the performance criteria.

### **COMPENSATION**

- Teachers designated as Master Teachers will receive a \$12,500 bonus, \$2500 per year, for 5 years following the designation.
- Payments will begin with the first pay period of the contract year following the designation.
- The payment will be considered part of the teacher's base salary but will be paid in a lump sum in the first regular paycheck of the school year. The master teacher bonus will be used to calculate PERA contributions.
- Teachers working fractional contracts will receive payments prorated at the following rates:
  - Any teacher working a .5 to .74 contract will receive one-half of the bonus
  - Any teacher working a .75 or more will receive the full bonus
- Teachers working less than .5 contracts will not be eligible to participate in the Master Teacher program.
- If a teacher changes employment status to something less than a .75 FTE, the master teacher bonus will be prorated to reflect that change.
- If a teacher takes an unpaid leave of absence, the payments will be suspended during the period of the leave and they will forfeit the amount they would have received during that time. Bonus payments will resume when the teacher returns to work.

In the event of a leave of absence, the end date for the 5-year designation period will not be extended.

- If a teacher accepts an administrative or technical position outside of the negotiated agreement between the DCFT and District or resigns from the District for any reason prior to the end of the five-year period, the master teacher bonus will be prorated for the time that the teacher held the designation and further bonus payments would cease. Master Teacher bonuses will not be paid in a lump sum nor will designees have a right to full payment of the balance of the bonus in the event they change positions or leave employment with Douglas County Schools.

## **EVALUATION**

Master teachers will be exempt from the normal evaluation process unless their performance is determined to have fallen below the satisfactory level. The minimum observation required by law for teachers on professional growth cycle will be conducted.

## **ADDITIONAL RESPONSIBILITIES**

Teachers receiving the Master Teacher designation will automatically become members of a pool who will be available to share their expertise in a variety of ways. Additional compensation will be paid when appropriate. The additional assignments may include:

- Assisting and providing leadership at the district or school level on special projects
- Doing model teaching
- Mentoring in their specific area of expertise (Ex: elem. reading or math, secondary subject areas)
- Teaching in professional development programs

## **MASTER TEACHER REVIEW BOARD AND APPEALS PROCESS**

In the event a teacher disagrees with the determination made by the Governance Board, the teacher may appeal the decision to the Master Teacher Review Board.

- The Master Teacher Review Board will consist of two (2) administrators appointed by the District and three (3) teachers appointed by the DCFT president.

- Any appeal must be filed in writing and received by the Human Resources office by June 10th at 4:00 p.m. The appeal must include a copy of the feedback sheet, the original Master Teacher documentation, and a brief letter of rationale for the appeal.
- The Master Teacher Review Board will examine the documents and make a determination as to whether or not to overturn the original decision and grant the Master Teacher Designation.
- The decision of the Master Teacher Review Board will be final, and will be binding upon all parties.
- Appeals will be heard and decided by the Review Board by July 15.
- Neither the recommendation of the Master Teacher Governance Board or the Review Board is subject to further appeal through the grievance procedure.
- The District and DCFT may jointly agree upon a different appeal process than that detailed above.