



## WINDHAM SCHOOL DISTRICT

*Schools in the Texas Department of Criminal Justice*

### **Lane Murray Excellence in Teaching Award Selection Process 2014-15**

#### *Guidelines and Requirements*

*August, 2014*

#### **TIER I—Campus**

Each campus shall nominate one Lane Murray Excellence in Teaching candidate and email the recipient's name to their Regional Administrator. \*Deadline for receipt of names by the Regional offices is 5:00 p.m., October 6, 2014. The Regional Administrators will then email a list of names of the campus nominees to Bambi Kiser, Excellence in Teaching Committee Chair, and carbon copy (cc) to Charlene Moriarty no later than October 20, 2014.

Following the receipt of names from units, the Regional Administrators shall send written congratulations and notification of selection to each campus nominee in their respective regions, and encourage unit staff to recognize them. The Lane Murray Excellence in Teaching Award campus candidate shall then submit a Professional Biographical Reflection to their Regional Administrator by 5:00 p.m. on Wednesday, November 12, 2014.

The Professional Biographical Reflection shall include, but is not limited to, the following components:

- (1) A statement summarizing why the candidate chose a career in the teaching profession.
- (2) A statement summarizing why the candidate continues to choose to teach in correctional education.
- (3) A current professional Résumé.
- (4) A Nomination Questionnaire (to be filled out by a school staff member of the nominee's choice. The Questionnaire is attached to the initial congratulatory letter and is also available at the WSD Intranet site: "WSD Excellence in Education".

***NOTE: A candidate who is selected from the campus -- and potentially selected as a regional and district finalist -- must be: 1) clear of formal disciplinary infractions for the preceding twelve months, 2) prepared to follow the guidelines for the Lane Murray Excellence in Teaching Award, and 3) willing to participate in the selection and recognition process.***

## **TIER II—Regional**

Each Regional Administrator will compose a committee of 3-5 members from a variety of educational positions to review the Professional Biographical Reflection of each campus candidate within their region and determine four regional finalists. Guidelines for this review will be provided by the WSD Lane Murray Excellence in Teaching Award Committee. Regional finalists will be identified, and their names will be submitted to Bambi Kiser and cc'd to Charlene Moriarty no later than December 17, 2014.

The **Regional Lane Murray Excellence in Teaching Award** committee will schedule and conduct an observation of each finalist in their region teaching a typical lesson in the classroom and will utilize the first four domains of the Professional Development Appraisal System (PDAS) instrument in judging the performance of the finalist. Guidelines for this observation will be provided by the WSD Lane Murray Excellence in Teaching Award Committee.

One educator from each Region will be selected by the Regional Committee as the Lane Murray Excellence in Teaching Regional Semi-Finalist for the 2014-2015 school year and, subsequently, submitted as a finalist for District-wide Lane Murray Excellence in Teaching Award 2014-2015. The name of each finalist will be submitted to Bambi Kiser ([bambi.kiser@wsdtx.org](mailto:bambi.kiser@wsdtx.org)) and cc'd to Charlene Moriarty ([charlene.moriarty@wsdtx.org](mailto:charlene.moriarty@wsdtx.org)) no later than 5:00 p.m., February 20, 2015.

## **TIER III—District/Interviews**

The Regional Administrator shall send written congratulations and notification of selection to the three finalists.

The Lane Murray Excellence in Teaching Award Committee will schedule and conduct an on-site interview with each finalist on their campus on a date to be determined during the spring of 2015.

This Interview shall consist of the following components:

1. An informal, conversational interview with the committee members.
2. Observation of each finalist teaching a typical lesson. Prior to the lesson, each committee member will receive a copy of the lesson plan. Lessons must address the first four domains of the PDAS. The committee "Observation Team" will utilize the PDAS instrument for judging.

## **TIER IV—Announcement of the Windham School District Lane Murray Excellence in Teaching Winner**

The Superintendent of Schools shall announce the winner of the Windham School District Lane Murray Excellence in Teaching Award during the summer of 2015.

Please contact *Charlene Moriarty* ([charlene.moriarty@wsdtx.org](mailto:charlene.moriarty@wsdtx.org)) or *Bambi Kiser* ([bambi.kiser@wsdtx.org](mailto:bambi.kiser@wsdtx.org)) if you have additional questions.