

# The South Carolina Independent School Association

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Dear School Head,

The South Carolina Independent School Association is proud to announce the **seventeenth** year of the Master Teacher Program, an affirmation of the prestige and rewards of the education profession. The Master Teacher Program will bestow well-deserved recognition to SCISA Master Teachers who exhibit best practices in the classroom and a willingness to share and collaborate with other educators. SCISA commends its Master Teachers who inspire excellence in the classroom, among colleagues and, especially, among students.

## The nomination and qualifications process for the Master Teacher Program are outlined below:

1. Each candidate must currently be a full-time teacher at an independent school which is a member of The South Carolina Independent School Association.
2. The candidate's education and total years of teaching experience must include both:
  - ◆ A Master's degree or terminal degree/doctorate in area of teaching
  - ◆ 5 or more years of experience
  - OR
  - ◆ A bachelor's degree with at least 10 years' experience.
3. Each candidate must have completed at least one year of teaching at the nominating school prior to nomination.
4. A qualified teacher may request to pursue the nomination process, **or** the Head of School may request that a teacher pursue the nomination process.
5. Master Teachers are required to provide professional development for faculty members of their school, for SCISA functions, and for other schools.

The number of nominees from each school will be based on SCISA's median student enrollment as determined from the 2020-2021 Annual Reports.

- ◆ Schools whose enrollment is **355 or below** may have **2** nominees.
- ◆ Schools whose enrollment is **above 355** may have **3** nominees.

Each candidate must compile and submit a portfolio to the Master Teacher Selection Committee, to include:

- ◆ **A checklist of portfolio items with the Head's signature:**  
The Head of School has the responsibility to sign off on the checklist indicating that he/she has reviewed all items, that all items are included and are accurate, and that the Head has personally observed the candidate in the teaching process.
- ◆ **This checklist must be included with the portfolio and mailed to the SCISA office on or before May 6, 2021.** Portfolios will be retained in the SCISA office for 1 year. Before the candidate's portfolio is compiled and submitted, **the candidate will be required to attend a meeting at the SCISA Conference Center on October 27, 2020.** This meeting is designed to establish a better understanding of the required content for the creation of his/her portfolio.

- ◆ **Three (3) tangible examples** of outstanding work related to the classroom and related to sharing and collaborating with other educators.
  - An example which would not be considered would be a statement by the candidate.
  - An example which would be considered would be a syllabus of a block of instruction developed by collaboration with other teachers.
  
- ◆ **An unedited video of the candidate's classroom** teaching utilizing best practices. The video must encompass an entire lesson and/or one class period, may be no more than 45 minutes in length, and must be accompanied by an explanation no longer than one page in length. The video/explanation should support the tangible example cited in the above criteria. **Videos (on a Flash Drive ONLY) must be mailed to the SCISA office by May 6, 2021.**
  
- ◆ **5 letters of Recommendation:** (The committee will only consider 5 letters.)
  - ✓ A letter from the nominee expressing why he/she desires to be considered for nomination.
  - ✓ Separate letters from:
    - A current colleague
    - A current parent
    - A current student (if the student is below third grade, the letter maybe dictated).
  - ✓ In the letters of recommendations, **there must be concrete evidence that the nominee collaborates with his/her colleagues and shares his/her knowledge, expertise, and other resources with colleagues.**
  - ✓ A separate letter from the Head of School specifically giving the Head's endorsement of the candidate.

**Each letter must include a description** of how a particular quality or characteristic of the nominee sets him/her apart and how the teacher demonstrates best teacher practices (please see attached sheet).

### **Timeline for the Master Teacher process:**

- ◆ **October 23** Registration Form due for those planning to attend the Portfolio Process Meeting.
- ◆ **October 27** Portfolio Process Meeting (SCISA Headquarters) 10:00 a.m.
- ◆ **December 11** Master Teacher Nomination forms from Heads of School are due at SCISA office
- ◆ **May 6** Portfolios & Videos (on Flash Drive ONLY) must be received at the SCISA office:  

SCISA (use FedEx or UPS)  
 134 SCISA Drive  
 Orangeburg, SC 29118
- ◆ **Summer** Candidate Portfolios evaluated
- ◆ **August** Seventeenth Master Teacher Class announced to Heads of Schools
- ◆ **November** Seventeenth Master Teacher Class receives formal recognition during the **Master Teacher Pinning Ceremony** at the Fall Teachers' Conference

The expenses of the program, the judges, master teacher pins, and recognition ceremonies will be supported by a \$100.00 per candidate processing fee.

The SCISA Master Teachers will provide the Association with a valuable resource for professional development and an excellent vehicle for teacher recognition. I encourage your support.

Dr. Spencer Jordan  
 SCISA Executive Director



## SCISA Master Teacher Program Nomination Form

**Please complete one Nomination Form for each nominee and mail or email by December 11<sup>th</sup> to:**

SCISA  
P. O. Drawer 690  
Orangeburg, S. C. 29116  
Email: [sfaulling@scisa.org](mailto:sfaulling@scisa.org)

Name of school: \_\_\_\_\_ Head of School: \_\_\_\_\_

Full name of nominee: \_\_\_\_\_  
(Indicate Mr., Miss., Mrs., or Ms.)                      First                      Middle                      Last

Grade level/subject/s taught: \_\_\_\_\_  
(Required)

Areas of expertise: \_\_\_\_\_  
(Required)

Nominee's home address: \_\_\_\_\_

Nominee's: Cell phone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Headmaster



## **SCISA Master Teacher - Portfolio Checklist**

### **Heads – Please review, sign, and include in candidate’s Portfolio.**

Name of school: \_\_\_\_\_ Name nominee goes by: \_\_\_\_\_

Nominee’s full name: \_\_\_\_\_ Grade level(s) taught: \_\_\_\_\_

Subjects taught: \_\_\_\_\_

- \_\_\_\_\_ A biographical sheet listing qualification of nominee
- \_\_\_\_\_ 3 x 5-inch picture of nominee on the cover of his/her portfolio
- \_\_\_\_\_ Three (3) tangible examples of work related to the classroom and related to collaboration with other educators.  
Only one tangible example can be a peer professional development workshop presentation.
- \_\_\_\_\_ Example 1: \_\_\_\_\_
- \_\_\_\_\_ Example 2: \_\_\_\_\_
- \_\_\_\_\_ Example 3: \_\_\_\_\_

Mandatory Evidences for each tangible example include:

- \_\_\_\_\_ Emails/Agendas/Meeting minutes/Texts – all with timestamps. (Handwritten messages accepted; emails preferred)
- \_\_\_\_\_ Lessons, Objectives, Procedures & Rubrics
- \_\_\_\_\_ Outline the use of cross-curricular topics (English to Math to Science, etc.) and grade-level collaboration
- \_\_\_\_\_ Evaluations by teachers after the collaborative project has been completed (Was it beneficial? Written reflections, etc.)
- \_\_\_\_\_ A class period, unedited video of candidate’s classroom teaching utilizing best practices.  
A flash-drive should be mailed to the SCISA office or sent/attached/included with your portfolio submission.
- \_\_\_\_\_ A one-page report explaining the classroom teaching video
- \_\_\_\_\_ A post-review reflection is required for all examples.
- \_\_\_\_\_ Nominee attended the mandatory Portfolio Process Meeting
- \_\_\_\_\_ 5 letters of recommendation: *Letters in packet must be in the following order and ALL must reference collaboration.*
  - \_\_\_\_\_ Nominee
  - \_\_\_\_\_ Current colleague
  - \_\_\_\_\_ Current student
  - \_\_\_\_\_ Current parent
  - \_\_\_\_\_ Headmaster

I have personally observed each of the items in this list and I attest to its accuracy. \_\_\_\_\_  
**Signature of Head of School**

**Include this form in the nominee’s portfolio**



## Portfolio Process Meeting Registration Form

- **October 27, 2020**
- **Deadline, October 23, 2020**
- 10:00 – 11:30 (There is no registration fee)
- SCISA Headquarters & Conference Center  
134 SCISA Drive, Orangeburg, SC 29118
- Email: [sfaulling@scisa.org](mailto:sfaulling@scisa.org)

Heads of School - **If you are planning to nominate faculty members, it is mandatory that they attend this meeting.**

Please provide for us the information below, keeping in mind that you may nominate 2 or 3 based upon the following guidelines:

- Schools whose enrollment is **355 or below** may have **2** nominees.
- Schools whose enrollment is **above 355** may have **3** nominees.

You may *send* more than your allotted nomination number to the meeting for information purposes.  
We need to know an approximate number in order to have adequate seating prepared.

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

Attendee's Name

Attendee's Email

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |