



2024 Kentucky Teacher of the Year Award Application Procedures and FAQs

2024 Kentucky Teacher of the Year Application Procedure

The application for the 2024 Kentucky Teacher of the Year Award is a two-part process. **All materials must be received by 11:59 p.m. ET, Feb. 21, 2023, to be considered.**

Please refer to the [Kentucky Teacher of the Year Application and Selection Process](#) to ensure your eligibility for the award.

Eligible candidates must submit the following materials for consideration:

- **Candidate Information**
 - Directions: Submit required information on the [Official Application Form](#).
 - Confirmation: You will receive a copy of the form once successfully submitted.

- **Additional Required Materials**
 - Directions: Submit Essay Responses, Supporting Evidence and Resume in **one email** to kentuckytoy@education.ky.gov. See below for full details about each required document.
 - Use the following subject line: 2024 KTOY Application + Your Full Name.
 - Attachments should be PDF files.
 - Confirmation: You will receive an email confirmation from kentuckytoy@education.ky.gov once all materials are successfully submitted.

Required Materials

Candidate Information

Directions: Submit required materials, including a professional short biography and publicity photo, on the [Official Application Form](#). You will receive a copy of the form once successfully submitted.

Essay Responses

Directions: Respond to the following questions, highlighting your personal story and why you believe you should be the Kentucky Teacher of the Year. *Please indicate evidence of student impact for each of the questions.* Do not include external links. Any overage beyond the indicated maximum word count will not be shared with the judging committee.

Formatting: Include your full name on the upper left area of the first page of the document. Clearly indicate the question number to which you are responding. Submit responses in one PDF document (file name: LastName_FirstName_Essays.pdf).

Essays:

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? Show how your deliberate instructional decisions create student learning and reveal your beliefs about teaching and learning. (500-word limit)
2. Describe a project or initiative you have been involved in that deliberately creates culture in your classroom or school. Describe how you build and use relationships to collaborate and to teach students of all backgrounds, abilities and identities. What is the status of the project today? (500-word limit)
3. Describe specific ways in which you deliberately connect your students with the community. Show how these community connections dissolve classroom walls and are used to impact student learning and success. (500-word limit)
4. Describe a time when you grew as a teacher leader and life-long learner as a result of being an advocate in your school, state or beyond. Describe your advocacy, how it helped you grow and how it impacted students. (500-word limit)
5. As the 2024 Kentucky Teacher of the Year, serving as the state’s ambassador of education, you have been asked to give a speech to a large audience of teachers. This speech is being recorded and will be shared broadly with a larger audience. What is your message? What is the talk you give? [You may indicate a specific audience. For example, a “back to school” talk.] (500-word limit)

Supporting Evidence (Letters of Recommendation)

Directions: Submit 3 recommendations that support why you should be the Kentucky Teacher of the Year. At least **one** of these must be a recommendation from a parent, colleague, administrator or student. Each letter should not exceed two pages in length. The files should be uploaded in .pdf format.

Please title the files in the following format:
LastName_FirstName_Recommendation1.pdf
LastName_FirstName_Recommendation2.pdf
LastName_FirstName_Recommendation3.pdf

Resume

Directions: Submit your resume as a PDF document (file name: LastName_FirstName_Resume.pdf) using the format below. Include your full name in the upper left area of the document. You do not need to include your mailing address. Add as many details as you wish, but note that any information beyond two pages will not be considered by the judging panel.

Education (include any graduate studies)

| School Name | Degree | Major | Years Attended |
|-------------|--------|-------|----------------|
| | | | |
| | | | |

Certifications (include if you are a National Board Certified Teacher)

| Certification | Year(s) Obtained |
|---------------|------------------|
| | |
| | |

Work Experience (begin with most recent experience)

| Title | Organization | Years in Position |
|-------|--------------|-------------------|
| | | |
| | | |

Leadership Experience (including staff development and training of future teachers)

| Position | Organization | Years in Position |
|----------|--------------|-------------------|
| | | |
| | | |

Professional Association Membership (list local, state and national affiliations)

| Position/Office Held | Organization | Years in Position |
|----------------------|--------------|-------------------|
| | | |
| | | |

Awards and Other Recognitions

| Award/Recognition | Year Received |
|-------------------|---------------|
| | |
| | |

FAQs about the Kentucky Teacher of the Year Award and Application Process

Nomination Process

Question: Can I know who nominated me to apply for Kentucky Teacher of the Year?

Answer: We are unable to share the name of your nominator. Just know that someone – and maybe even multiple people – think highly of you and your work as an educator.

Question: I did not receive a nomination to apply. Can I still apply?

Answer: Yes! Any educator in a Kentucky public school with at least three years of teaching service is invited to apply by Feb. 21, 2023. Visit <https://kentuckytoy.com> for the application link and more details.

Eligibility

Question: I am a guidance counselor/principal/or other public school professional. Am I eligible to apply?

Answer: Educators who currently spend at least 75% of instructional time directly in front of Kentucky students at the time of application submission are eligible to apply.

Question: I plan to retire at the end of the 2022-2023 school year. Am I eligible to apply for the 2024 Kentucky Teacher of the Year award?

Answer: No. Applicants must plan to spend at least 75% of instructional time directly in front of Kentucky students during the 2023-2024 academic year.

Question: I previously taught in a different state/country. Do those years count toward the 3-year service requirement?

Answer: Yes. Any pre-K to university-level teaching experience counts toward the 3-year service requirement.

Question: I anticipate that I will move to a different teaching observation level next year (e.g., elementary teacher moving to middle school). Which observation level should I mark on the application?

Answer: Please mark your *current* observation level. If your teaching status changes, please send an update to kentuckytoy@education.ky.gov.

Question: I have been named a Kentucky Teacher Achievement Award Winner in the past. Can I apply again for this award?

Answer: Teachers who have been recognized as a Kentucky Teacher Achievement Award winner at least twice over the past five years are ineligible to apply.

Application Materials

Question: I am having technical difficulty submitting my application. What should I do?

Answer: Email kentuckytoy@education.ky.gov to discuss the issue and how to proceed.

Question: Can I submit more than three letters of support?

Answer: No. Please submit the three letters of support that you believe best reflect your strengths as a teacher. Additional letters of recommendation will not be considered.

Question: What should I include on my resume?

Answer: Ensure your full name is listed on the first page of your resume and as part of the file name (LastName_FirstName_Resume.pdf). Refer to specific guidelines in the “Required Documents” section of this document.

Additional Questions

Contact GlyptusAnn Grider Jones, Ph.D., at glyptusann.jones@education.ky.gov or call her at (502) 564-2000, ext. 4616.