

Wyoming City Schools Master Teacher Committee Bylaws

I. Definition of Master Teacher

A master teacher demonstrates excellence inside and outside of the classroom through consistent leadership and focused collaboration to maximize student learning. A master teacher strives for distinguished teaching and professional growth as specified by the *Ohio Standards for the Teaching Profession*.

A. Teachers understand student learning and development and respect the diversity of the students they teach.

B. Teachers know and understand the content area for which they have instructional responsibility.

C. Teachers understand and use varied assessments to inform instruction, evaluate, and ensure student learning.

D. Teachers plan and deliver effective instruction that advances the learning of each individual student.

E. Teachers create learning environments that promote high levels of learning and achievement for all students.

F. Teachers collaborate and communicate with students, parents, other educators, administration, and the community to support student learning.

G. Teachers assume responsibility for professional growth, performance, and involvement as an individual and as a member of a learning community.

II. Master Teacher Criteria

To apply for Master Teacher designation, a teacher must:

A. Hold a valid professional teaching license or certificate.

B. Have taught a minimum of seven years (currently eighth year of teaching).

C. Work a minimum of 120 days during the current school year.

D. Work under a teaching contract employed as a teacher.

III. Master Teacher Renewal

Master Teacher Renewal provides an opportunity for currently designated Master Teachers to demonstrate their continued practice at the accomplished and distinguished levels, per the *Ohio Standards for the Teaching Profession*. The Master Teacher Renewal process is an attempt

to capture, reflect on and document the professional life of the Master Teacher over the past five years and is a professional commitment to continually strive for the distinguished level in the criteria of **consistent leadership, focused collaboration, students and environment, content, instruction and assessment, and continued professional growth.**

IV. Composition of the Master Teacher Committee Membership, Selection of Members, and Terms of Office

A. The committee shall consist of five (5) Board employees as follows: one (1) primary teacher, one (1) middle school teacher, one (1) high school teacher, one (1) at-large teacher, and one (1) administrator.

B. Said committee teacher members shall be chosen by the Association President with approval by its Executive Committee. The committee administrative member shall be chosen by the Superintendent. Teacher member vacancies shall be filled by appointment of the Association President with approval by its Executive Committee. A vacancy of the administrator member of the committee shall be filled by appointment of the Superintendent.

C. Membership will consist of a two-year term after the initial staggering of the teacher membership, of which two teachers serve a two-year term and two teachers serve a three-year term. The term of the administrator serving on the committee shall be determined by the Superintendent, with a minimum three-year term. The Association President and Superintendent may mutually agree to waive the term limit if a committee member cannot otherwise be secured.

Addendum to section IV. Composition of the Master Teacher Committee Membership, Selection of Members, and Terms of Office

A. During the 2015-2016 School Year the committee shall consist of a subcommittee of the LPDC. The five (5) Board employees will be the four (4) teachers on the LPDC committee as well as the Pupil Personnel Director who is a member of the committee.

C. Membership on the committee and Terms of office will be determined on an as needed basis and mutually agreed upon by the Association President and Superintendent.

V. Committee Members' Duties

A. Chairperson

The duties of the chairperson shall include, but not be limited to:

1. Attending meetings and facilitating them.
2. Maintaining a written record of meeting attendees.
3. Preparing candidate applications for blind readings by committee members.
4. Taking notes during meetings or assigning note taking to another member.
5. Maintaining and storing records and forms.

6. Sending application results to appropriate individuals.
7. Receiving correspondence including appeals from candidates.
8. Remaining impartial by not scoring applicant documents.

B. Other Committee Members' Duties

1. Attend committee meetings.
2. A minimum of two (2) teacher members of the committee shall be assigned to read and score each application.
3. If the assigned committee members disagree in regard to the recommendation of an applicant, then the committee shall assign an additional teacher member to read and score the application.

VI. Operational Procedures

A. Meetings: There shall be at least three (3) required meetings of the committee during each school year (November, February, May).

B. Chairperson Election: The committee shall choose from its members a different chairperson annually by a simple majority vote.

VII. Master Teacher Program Information to be Provided to Eligible Employees by December 1 of each year

- A. Master Teacher Criteria
- B. Forms and document formatting requirements
- C. Process and deadlines
- D. Rubrics

VIII. Compiled Candidates' Score Return to Appropriate Individuals

- A. Copy of score report that includes written feedback will be provided to candidate.
- B. Score report will be signed by the committee chairperson.
- C. Original copy of individual score reports will be kept on file by the committee.

IX. Appeals Process

A. Within fifteen (15) work days of receiving any written decision from the committee to deny the status of “Master Teacher,” an applicant may submit to the committee chairperson an appeal in writing. Appeals may be submitted when an applicant believes the processes and procedures outlined in the Master Teacher application were not followed. No appeals will be considered based on scoring of a candidate’s application.

B. If no appeal is filed within fifteen (15) work days, then the decision of the committee is final.

C. Within fifteen (15) work days of receiving an appeal from an applicant, the committee chairperson shall contact the applicant to arrange an appeal meeting date for the applicant to meet with members of the committee. The meeting shall be scheduled within thirty (30) days.

D. Within fifteen (15) work days of an appeal meeting, the committee shall render a final decision in writing to the applicant.

All decisions by the committee, including appeals, regarding whether or not an applicant shall be designated a “Master Teacher” are final.

X. Amendments to By-Laws

These bylaws are amendable by the committee such that the committee may perform its duties more effectively. Amendments to these bylaws must be approved by 4/5 of the membership of the Master Teacher Committee