

## Master Teacher Timeline

Applying for and completing the Master Teacher portfolio is a one school year process.

Applicants for Master Teacher must apply by September 15 by turning in [Form C](#) to the Master Teacher Committee mailbox at the Board Office.

Candidates **may** meet with the committee in January to check in and make sure they are following the correct procedures. If the candidate so chooses, s/he must email a member of the MT Committee one week prior to the January meeting date to set up a time. This is optional.

Please plan for unforeseen circumstances when completing your Master Teacher narratives and evidence. It is recommended that you try to complete your portfolio 2-3 weeks prior to the deadline. Completed Master Teacher Portfolios must be turned in by the first Friday in March to the Master Teacher Committee mailbox in the board office. **No late portfolios will be accepted.**

*It is suggested that you complete your Master Teacher application the same year that you are renewing your license so you don't have to pay two license fees.*

Checklist - on or before:

\_\_\_\_\_ September 15: Turn in Form C to Apply

\_\_\_\_\_ January 15: Request Midpoint Check-in

\_\_\_\_\_ March - First Friday: Turn in all work (Master Teacher Portfolio)

If Master Teacher status is denied, you may resubmit with changes the next school year.

## Appeals Process

Based on Ohio Department of Education requirements no appeals will be considered based on scoring of a candidate's application. Teachers may initiate an appeal based upon a belief that the processes and procedures outlines in the application process were not followed. An appeal must be submitted to the Master Teacher Committee mailbox at the Board Office within 10 calendar days of receipt of the Master Teacher Candidate's Score Report. Three (3) members of the MTC who were not original readers of the application will hear the appeal. The decision of this group is final.

Members of the Master Teacher Committee:

Cindy Newman - Chairperson, Vince Bonvissuto, Scott Brown, Marty Johnson, Kelly Murphy, Michael Sedlak

5/9/2012