

# Master Teacher Style Guide and Submission Requirements

## Strongsville City Schools

### Master Teacher Style Guide.

The narrative portion of the Master Teacher Application is to be limited to a total of twelve (12) pages. The document is to be completed on a word processor according to the following guidelines.

- 8.5" x 11" white paper
- Double spaced lines
- Times New Roman 12 point font
- One inch margins on all sides
- Print on only one side of each page; pages printed on two sides will count as two pages
- Number all pages sequentially in the footer of each page
- Provide clear, consistent references within the narrative to items of evidence which facilitate the readers locating each piece of evidence easily as they read the application
- Indicate paragraphs using a five space indentation

### Master Teacher Writing/Evidence Guidelines.

The following are guidelines for a candidate to consider when preparing their written narrative and evidence.

- Be sure to follow the district instructions for formatting, assembling and submission of written narrative and evidence included in Form C and listed above.
- Provide clear, consistent references within the narrative to items of evidence which facilitate the readers locating each piece of evidence easily as they read the application.
- Evidence can be used for more than one criterion but needs to be clearly referenced within the written narrative.
- Use discretion when selecting artifacts for evidence. There is a limit of ten (10) pieces of evidence, but no criteria on how many pages each piece of evidence may be (i.e. if it is a publication, you may choose to submit only one section that is particularly relevant).
- Evidence and examples cited must have occurred within the past five (5) years.
- Evidence should demonstrate, describe and support what is said in the narrative (i.e. a picture of a student project that you discussed or a picture of a bulletin board that demonstrates creating a positive learning environment).
- When writing, avoid acronyms and bulleted lists without connection or development.
- Develop and use specific examples connected to student learning that can be written about in an in-depth nature.

### Submission Requirements.

- When submitting your Master Teacher portfolio, please adhere to the following guidelines and deliver the file folder of narratives and the accumulation of evidence as a single package to the Assistant Superintendent at the Board Building.
- **Narrative:** Submit two copies of the narrative portion of the Master Teacher Application in a single plain file folder with your name and building on the tab. Attach the *Section I: Candidate Information* cover sheet from Form C and Form H to each of the copies. Narrative pages are to be stapled.
- **Evidence:** Submit a single accumulation of evidence in an expandable folder, binder, electronic format or other organizer that will present and keep the pieces of evidence in an organized manner. Limit the collection to a binder or folder no more than 2 inches in width. Keep in mind that different readers will review the pieces of evidence, so they should be clearly labeled, readily accessible, and easily reorganized if they get out of order.

**Note:** Evidence pieces will be returned to you. However, if you receive the Master Teacher designation, you must keep the evidence intact for the five-year duration of your Master Teacher status in case of an audit by ODE. If you receive Master Teacher status, a copy of the narrative portion of your application will be kept on file at the Board Office.