

## **Educator Standards Board**

### **B. MASTER TEACHER PROCESSES AND PROCEDURES**

To ensure consistency across the state for reporting purposes, each district will use Form C, Master Teacher Application/Narrative, for designation.

- I. To be eligible for the Master Teacher designation, \*educators must at least
  - 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.

Candidates who are not designated as Master Teachers in a given year may re-apply the following year.

#### **II. Master Teacher Committee**

##### **A. District Requirements**

1. Each district will assemble a committee of at least five total members to facilitate the application process, confirm candidates' eligibility, review applications and determine its Master Teachers. The committee will consist of a majority of teachers and may include building and central office administrators and board members as appropriate. It is suggested the teachers be involved in selecting the teachers to serve on this committee and the superintendent/designee appoint the other seats.
2. Districts may consider using a selection process already in place such as that of the LPDC. Small districts and schools may consider forming consortiums.
3. In future years, as Master Teachers are identified, teacher members of the committee will be comprised of Master Teachers.
4. The district committee is subject to the Sunshine Law.

##### **B. Committee Requirements**

1. At least two members of the committee will score each application using the Scoring Guide (Form D) and the scores for each criterion will be compared to determine a candidate's final score. The committee will design a process for resolving discrepancies in scoring, such as a third reader or scoring consultation.
2. Committees will provide each candidate with a compilation of his/her final scores (Form F). It is the responsibility of each district and committee member to ensure that the candidates' responses and scores are maintained in a confidential and professional manner. They may only be disclosed to or discussed with individuals

who are authorized to have access to them such as the candidate, district administrators and committee members.

3. Each committee will establish an appeal process for teachers who believe that the processes and procedures outlined in this application were not followed. No appeals will be considered based on scoring of a candidates' application.
4. Each committee will maintain the following records:
  - a. Candidate Score Report (Form F)
  - b. Candidate's written narrative (evidence should be returned to the teacher, who must make it available upon request for the remainder of the designation).

\*\*Please note: Form I is no longer a requirement and has been deleted.