

## XCS Master Teacher Application Format Guidelines

All Master Teacher applicants are encouraged to download the ODE Master Teacher Program writing and evidence guidelines at:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1598&ContentID=46544&Content=82580>

Applicants should complete the ODE Master Teacher Application (PDF format) and submit with narrative and evidence pages.

Please adhere to the following Xenia Community School District format guidelines:

- Narrative should be double spaced with one inch margins using a 12 pitch font in Times New Roman, Courier or Arial.
- Submit no more than 12 narrative pages and 10 pages of evidence.
- Include your name only on the application. All subsequent pages should have a unique number such as the last four digits of your social security number for ID purposes to allow blind scoring.
- Narrative pages should be numbered at the bottom of each page. Do not number evidence pages.
- Evidence should be referenced in the narrative and included at the end of the document as appendix pages.
- Please submit seven (7) copies of your Master Teacher application and narrative and one (1) copy of evidence.

The following information is from the Master Teacher Application Section C, page 2:

- Respond to each of the following prompts for each criterion in two to three pages, not to exceed 12 total pages.
- Responses must include references to the *Ohio Standards for the Teaching Profession* in one or more of the five criteria, and evidence must be submitted to support responses.
- The Recommendation Form is to be completed and signed by two supervisors or colleagues who know and observed your professional practice.
- Responses may not exceed 12 total pages of text and 10 total pieces of evidence. The committee may stop scoring after page 12.
- Each district committee will determine specific directions for formatting, assembling and submitting the application.
- When considering areas to focus on in the written narrative it would be better to focus on a few areas and provide an in-depth reflection as opposed to many developed areas.

### Master Teacher Committee members:

**Beth Manor (XHS)**  
**Jim Lamb (Shaw)**  
**Deb Herman (CO)**

**Pam Killingsworth (SpH)**  
**Karen Miller (Shaw)**

**Chris Manor (WMS)**  
**Yvonne Craft (CO)**