

Rules for Twinsburg City Schools Master Teacher Committee

This committee will meet all of the State Form B1 and B2 Requirements

they will also operate by the following rules:

Before a Portfolio is completed

Candidate will turn in the following forms :

1. C1- Master Teacher Application/Narrative- which contains information about candidate eligibility
2. G1- 2 Recommendation Forms indicating potential designation from 2 certified staff members
3. Committee members will notify Chairperson of the need for a notebook when C1 and G1 have been submitted to them. Notebooks will be prepared at that time.

During the Portfolio Process

Following the guidelines of State Forms C2-C5

1. Candidate will submit no more than 12 total pages of narrative which covers the Five Criteria Areas for the Portfolio. They will have no more than 10 pieces of evidence which can be referenced in more than one part of the narrative.
2. Evidence needs to be within a 5 year time period prior to the submission of the portfolio.
3. A portfolio must be completed within 2 years of when the C1 and G1 forms are submitted.
4. The committee will meet at Central Office to score portfolios in Sept., Dec., Mar., and April Candidates need to submit materials in a timely manner for scoring at these meetings. There will be no emergency meetings to score portfolios.
5. At least two committee members will score each portfolio section.
6. All forms will be stored at Central Office after processing.

After Portfolio is Scored

1. Committee will provide feedback to candidate by returning Score Report F1 and actual portfolio. Candidate will not receive the rubrics used to score each section.
2. Candidate can use F1 as part of the verification needed for licensure.
3. Committee will maintain records of F1 issued to candidates.