

APPLICATION PROCEDURES FOR APPLYING FOR CLASSIFICATION AS ASSOCIATE MASTER TEACHER AND MASTER TEACHER

- 1) Any member of the professional staff, except administrative personnel and department heads, who meets the educational and experience qualifications as set forth in Article XIII, Section 5, Parts 3 and 4, of this Agreement, is eligible to apply for classification as Associate Master Teacher or Master Teacher.
- 2) To be considered for evaluation for possible appointment to either of these two classifications requires voluntary application on the part of the applicant.
- 3) All applications shall be held in strict confidence by the applicant, the evaluators, the administrators, and the School Committee.
- 4) Application forms for the appropriate classification will be secured from the applicant's principal. Completed applications must be returned to the applicant's principal on or before September 30th.
- 5) Each principal, within five (5) days following the closing date for receipt of applications, shall forward all completed applications of eligible personnel from his/her school to the superintendent.
- 6) The superintendent, within five (5) days after receiving such applications from the principals, shall:
 - a) Compile a master list of applicants by school and by department, after first reviewing each application in terms of minimum eligibility requirements.
 - b) Notify department heads and principals in writing, listing by classifications the names of teachers in the department and in the school who have been accepted for evaluation.
 - c) Notify in writing all teachers whose applications have been accepted, stating that their applications have been received and that they are being considered as active candidates for evaluation for the classification of Associate Master Teacher or Master Teacher, as the case may be.
- 7) A teacher who has made application for such classification and who has been informed by the superintendent that he/she is being considered as an active candidate and who subsequently desires to withdraw his/her application for personal reasons, may do so at any time by letter to this effect to the superintendent.

Masconomet Regional School District
Boxford, Massachusetts

APPLICATION FOR EVALUATION FOR THE
MASTER TEACHER CLASSIFICATION

Instructions: Any teacher who is eligible and wishes to be considered for classification as Master Teacher shall complete the application below and return it to the appropriate principal no later than September 30th, _____.

APPLICATION

I wish to apply for classification as Master Teacher, effective September 1st, _____. I understand that this application will be kept confidential by the School Committee, the administration, the evaluators, and myself.

Evaluation will be made by the assigned evaluators from September through May and will be considered by the School Committee at a regular meeting early in June. I will be notified by July 15th, _____, of the action taken.

If I am to receive an unfavorable recommendation from the evaluators, it is understood that I shall be so notified, the reasons clearly stated, and that I shall have the opportunity to withdraw my application before it is presented to the School Committee. This action in no way prevents me from reapplying the following year.

I have read the qualifications as written in the Teacher Agreement, especially Appendix F (4). On the attached sheet I have summarized those things I have accomplished or plan to accomplish regarding Appendix F (4). This statement will have my evaluators judge me for Master Teacher status.

With the above facts in mind, I request that this be considered as my application for classification as Master Teacher.

Signature of Applicant

Position

Date _____

EVALUATION CRITERIA FOR ASSOCIATE MASTER AND MASTER TEACHER CANDIDATES

1. Associate Master Teacher

- a. The criteria used as a guideline for regular evaluation of teachers will also serve as a basis for determining a teacher's qualifications for this distinction.
- b. A teacher applying for this classification will be expected to have had a record of consistent growth and performance as revealed by ratings of "Proficient" in most prior evaluations.

2. Master Teacher

- a. A higher level of competence will be expected for Master Teacher rating than for Associate Master Teacher status.
- b. The criteria used as a guideline for regular evaluation of teachers will also serve as a basis for determining a teacher's qualifications for the distinction of Master Teacher but to which an additional area of effectiveness will be added. This additional area, although encompassing some of the items of the preceding areas, seeks to point up the importance and value of responsible leadership as a dominant characteristic of the truly outstanding professional educator and Master Teacher.
- c. It is expected that candidates for Master Teacher status, in addition to having demonstrated consistently a high level of performance in the criteria of Appendix (D), will have assumed increasingly specific responsibility for leadership roles that have resulted in activities that make significant strides toward improving education. Examples of the types of activities that may be considered noteworthy are:
 - (1) Planning and directing in-service training activities for teachers of a school or special curriculum area.
 - (2) Presenting ideas that result in the improvement of some teaching technique.
 - (3) Recommending curriculum changes that improve and update the existing curriculum.
 - (4) Planning ways to improve school life and school program.
 - (5) Planning and participating in educational experimentation.
 - (6) Preparing articles for publication in education journals.
 - (7) Writing project applications for the procurement of grants under the provisions of state and federal legislation.
 - (8) Accepting opportunities for professional involvement beyond the Masconomet community when such are offered.
 - (9) Taking the initiative in any other leadership activity that attests to a high degree of selfless dedication to education and sets a worthy example for colleagues, students, parents, and the citizens of the community

APPENDIX F (5)

Evaluation of Associate Master and Master Teacher Candidates

- A. The superintendent will assign a team of no less than three (3) evaluators to each applicant who has voluntarily applied for and has been judged eligible for consideration for such classification. These will be the same persons who are regularly involved in supervising and evaluating the applicant and an Associate Master Teacher or Master Teacher from the department. The assignment of a peer evaluator shall be acceptable to the applicant.
- B. The evaluation team for each applicant will submit a single composite appraisal to the superintendent, together with a specific recommendation of approval or disapproval of the applicant's request for such classification. This report must be completed by June 1st. If the decision of the evaluating team is for disapproval, the team is obligated to inform the applicant in person as to the reason for the decision. The applicant may then, if he/she so chooses, exercise his/her right to withdraw his/her application by written notification to the superintendent.
- C. Appraisal reports received by the superintendent will be reviewed by him/her and subsequently presented to the Education Sub-committee with his/her recommendation for its consideration and action relative thereto.
- D. The Curriculum Sub-committee will make its report and recommendation to the Committee for final action no later than June 20th.
- E. Successful applicants will be notified in writing by the superintendent no later than the July 15th following. In addition, those receiving either of these special merit awards will be presented an appropriate certificate signed by the Chairman of the Committee and the superintendent.

Re-Evaluation of Associate Master - Master Teacher Program

- A. Associate Master - Master Teachers who will have reached that status prior to February 15th, 1973, shall not receive less than the stipend as provided in the present Teachers' Agreement, subject to the provisions of Section E below. As these individual teachers entered into the program in good faith, based on the provisions of the program at the time of entry, they shall not be affected by subsequent changes to the Associate Master-Master Teacher program, unless they so desire.
- B. After February 15th, 1973, people who achieve Associate Master - Master Teacher status shall be eligible for re-evaluation only after positive attempts have been made to correct any alleged deficiencies. These attempts shall be made prior to the reevaluation period, i.e., September 1st through June 1st.
- C. The re-evaluation team shall consist of the principal, department head, and two Associate Master and/or Master Teachers within the candidate's department, if possible. If there is a dead-locked decision, the superintendent will serve as mediator. A dead-locked decision shall not be construed as reason enough for a candidate's failure to be recommended favorably to the Committee for appointment.
- D. The re-evaluation period will coincide with the regular Associate Master - Master Teacher evaluation period. If the teacher is found to be deficient, the stipend will be reduced by one-third (1/3rd), with automatic provisions for re-evaluation the next year, subject to the conditions of Section E (below), with possible reinstatement to his/her former status in the program, or the withholding of an additional one-third (1/3rd), or no action.
- E. To encourage the teachers referred to in Sections A and B above who have reached the status of Associate Master or Master Teacher prior to February 15th, 1973, to apply for re-evaluation, it will be possible for him/her to receive an additional stipend of one-third (1/3rd) of the Associate Master or Master Teacher stipend over each of the next three (3) years following each subsequent re-evaluation. This will become a regular part of the Associate Master-Master Teacher stipend.

It shall also be possible for the evaluation team to recommend that the stipend be reduced by one-third (1/3rd) or to remain the same. If a person is reduced in stipend, there will be an automatic provision for re-evaluation the next year with possible reinstatement to his/her former step on the program, or further reduction of one-third (1/3rd), or to remain the same. It shall be possible to apply for re-evaluation every three (3) years, on a voluntary basis. The evaluation team will be of the same composition as mentioned in Section C above.

The number of re-evaluations per year is limited to seven (7) candidates (exclusive of automatic re-evaluations of those whose stipend is reduced by re-evaluation of previous year). If more than seven (7) apply, those to be re-evaluated will be determined by the superintendent on the basis of "time in grade" as Associate Master - Master Teacher, and if the number still exceeds seven (7), on basis of length of time in system.

- F. There is to be no limit to the total number of Associate Master - Master Teachers.