



**HAABE EXECUTIVE  
BOARD**

*Advocating for Multilingual and Multicultural Education*

October 20, 2017

TO: Bilingual/ESL Department Director  
FROM: HAABE President  
RE: 2017-2018 HAABE Bilingual and ESL Teacher of the Year

Dear Bilingual/ESL Department Director:

The Houston Area Association for Bilingual Education (HAABE) would like to invite your district to participate in the annual HAABE Teacher of the Year (TOY) Banquet. Each year, HAABE recognizes outstanding bilingual and ESL educators from Houston and its surrounding areas and we look forward to your district's active participation.

The following packet will provide you with more details and a timeline of the Nomination and Competition Guidelines. If you have any questions, please contact the HAABE TOY Co-Chair Anna-Lisa Anguiano at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TOY on the subject line) Please note that your district's TOY representative will need to confirm your district's participation by **December 8, 2017**.

Districts' TOY finalists will be publicly acknowledged and honored during the annual HAABE TOY Banquet on Saturday, **April 28, 2018** at 11:00 am at the Hilton Hotel University of Houston. Family members and school representatives are encouraged to attend the ceremony. Tickets will be available for purchase at [www.haabe.org](http://www.haabe.org) starting on **January 15, 2018**. If you have any questions regarding registration and purchase tickets for the event, please contact HAABE TOY Co-Chair, Perla Reyes at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TICKETS on the subject line)

I would like to thank you in advance for your participation and support towards HAABE and look forward to seeing you and your teachers at the 2018 TOY Banquet.

Best regards,  
Dr. Susana Franco-Fuenmayor  
HAABE President  
[haabepresident@gmail.com](mailto:haabepresident@gmail.com)

**President**

**Dr. Susana Franco-Fuenmayor**

**Vice President**

**Anna-Lisa Anguiano, M.Ed.**

**Treasurer**

**Connie Graves**

**Parliamentarian**

**Tanya Thompson, M.Ed.**

**Recording Secretary**

**Perla Reyes, M.Ed.**

**Corresponding Secretary**

**Hilda Nañez, M.Ed.**

**Historian**

**Susana Villarreal, M.B.A.**

**Public Relations**

**Adela Flores, M. Ed.**



**P.O. Box 667291  
Houston, TX 77266**



*Advocating for Multilingual and Multicultural Education*  
**2017-18 HAABE Bilingual/ESL Teachers of the Year (TOY)**

**I. Nomination and Competition Guidelines**

1. TOY nominees should be selected regardless of age, gender, race or ethnicity, national origin, handicapping conditions, or religion.
2. The selection must be based on evidence of outstanding instruction in Bilingual or ESL education.
3. Nominees must meet **all** HAABE Teacher of the Year requirements/qualifications to be considered for the awards.
4. School district TOY finalists must be or will need to become HAABE/TABE members to go further in the competition.

**DISTRICT LEVEL COMPETITION**

1. Participating school districts will select a TOY representative as the contact person for the Bilingual/ESL TOY process.
2. District TOY representative notifies their campuses about HAABE TOY competition guidelines.
3. The district TOY representative will notify the district's participation to HAABE TOY Chair, Anna Lisa Anguiano at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TOY on the subject line) by **December 8, 2017**.
4. Each district TOY representative may use any method he/she chooses for selecting the candidates for these awards as long as the process is fair and impartial. The district TOY representative is welcome to use the HAABE application packet to select the district's finalists if he/she does not want to use his/her own.
5. TOY finalists will need to fulfill all the competition requirements and submit the complete HAABE packet as outlined below.
6. Each district will select three finalists: a Bilingual TOY, an ESL Elementary TOY, and an ESL Secondary TOY.
7. The district TOY representative will e-mail the TOY finalists' names to HAABE TOY Co-Chair, Anna Lisa Anguiano at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TOY on the subject line) by **February 23, 2018**.
8. School district TOY representative will collect and mail the portfolios to: **HAABE, P.O. Box 667291 Houston, TX 77266** before **March 23, 2018**. *An electronic version of the portfolio must be submitted with a hard copy of the portfolio.* The electronic portfolio must be submitted in a clearly labeled flash drive. It must include ALL portfolio components in order in **ONE PDF** file. Electronic portfolios with multiple files will **NOT** be accepted. Mobile scanner applications like TurboScan or Scanbot can be used to convert your TOY portfolio into a single PDF file if you do not have a scanner readily available. A variety of scanner apps are available through the App Store or Google Play.



9. District TOY finalists should be current members of HAABE and TABE. If they are not current members, they need to join HAABE and TABE at the time their portfolios are submitted for consideration.
10. School district TOY representative promotes and coordinates the purchase of banquet tickets. To purchase tickets, go to the website: [www.haabe.org](http://www.haabe.org)

### **HAABE LEVEL COMPETITION**

1. HAABE TOY Selection Committee reviews districts' finalist portfolios and selects the HAABE Bilingual TOY, ESL Elementary TOY, and ESL Secondary TOY.
2. HAABE winners will be announced at the TOY Banquet on Saturday, **April 28, 2018**.

### **II. Qualifications**

#### **BILINGUAL TEACHER OF THE YEAR**

Nominee must meet the following qualification requirements:

1. Be in a full-time bilingual teaching position at the elementary/intermediate level in a Texas Education Agency (TEA) approved bilingual education program at the time of the award.
2. Be certified or endorsed as a bilingual educator by TEA.
3. Be a full time Texas bilingual education teacher for at least three consecutive years prior to the 2017-2018 HAABE Teacher of the Year Banquet, and be actively engaged in full-time teaching in a Bilingual classroom at the time of the nomination.
4. Be recognized by the school district as an outstanding teacher in all professional areas.
5. Provide letters indicating that the nominee is respected and admired by administrators, parents, and colleagues.
6. Exhibit distinguished leadership service to the profession and the community.
7. Be a current member of HAABE and TABE. If the bilingual TOY is not a current member, he/she needs to join HAABE and TABE at the time his/her portfolio is submitted for consideration.
8. If the HAABE TOY winner is selected as the TABE Bilingual Teacher of the Year, he/she will need to be a NABE member to compete nationwide.

#### **ESL ELEMENTARY TEACHER OF THE YEAR (For local competition ONLY)**

Nominee must meet the following qualification requirements:

1. Be in a full-time ESL teaching position at the elementary level (PreK-5) in a Texas Education Agency (TEA) approved program at the time of the award.
2. ESL elementary teacher for at least three consecutive years prior to the 2017-2018 HAABE Teacher of the Year Banquet and be actively engaged in full-time teaching in an

*April 28, 2018 \* Hilton University of Houston \* 11:00 am \**

*Order your tickets at [www.haabe.org](http://www.haabe.org)*



*Advocating for Multilingual and Multicultural Education*

ESL classroom at the time of the nomination. Teachers working in a dual language program as the English teacher in a team-teaching arrangement will be considered for this award.

3. Be a certified or endorsed in bilingual or ESL educator by TEA.
4. Be recognized by the school district as an outstanding teacher in all professional areas.
5. Provide letters indicating that the nominee is respected and admired by students, parents, and colleagues.
6. Exhibit distinguished leadership service to the profession and the community.
7. Be a current member of HAABE and TABE. If the ESL Elementary TOY is not a current member, he/she needs to join HAABE and TABE at the time his/her portfolio is submitted for consideration.

### **ESL SECONDARY TEACHER OF THE YEAR**

Nominee must meet the following qualification requirements:

1. Full-time bilingual or ESL teacher at the secondary level (6-12) in a TEA-approved Bilingual or ESL program.
2. Texas Bilingual or ESL secondary teacher for at least three consecutive years prior to the 2017-2018 HAABE Teacher of the Year Banquet and be actively engaged in full-time teaching in an ESL classroom at the time of the nomination. Teachers working in a pull-out arrangement are not considered for this award.
3. Be recognized by the school district as an outstanding teacher in all professional areas.
4. Provide letters indicating that the nominee is respected and admired by students, parents, and colleagues.
5. Exhibit distinguished leadership service to the profession and the community.
6. Be a current member of HAABE and TABE. If the ESL Secondary TOY is not a current member, he/she needs to join HAABE and TABE at the time his/her portfolio is submitted for consideration.
7. If the HAABE TOY winner is selected as the TABE Bilingual Teacher of the Year, he/she will need to be a NABE member to compete nationwide.

District TOY finalists must be HAABE/TABE member form is available at:

<http://www.haabe.org/membership.html>



*Advocating for Multilingual and Multicultural Education*  
**2017-18 HAABE Bilingual/ESL Teacher of the Year (TOY)**

**III. HAABE TOY Timeline**

- October, 2017:** School districts receive an invitation to participate in the HAABE TOY competition and start planning district's TOY selection process. Teacher of the Year Packet posted on <http://www.haabe.org/forms.html>
- December 8, 2017:** School districts confirm their participation in the HAABE TOY competition by e-mail to HAABE TOY Co-Chair Anna Lisa Anguiano at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TOY on the subject line) by **December 8, 2017**.
- January 15, 2018:** Individual TOY Banquet tickets will be available for online order at [www.haabe.org](http://www.haabe.org). Reservation will be confirmed when payment is received. Tickets will be **\$75** if purchased **March 16<sup>th</sup>-April 21<sup>st</sup>**. You can take advantage of the **\$60 *early bird special*** if tickets are purchased between **January 15<sup>th</sup>-March 15<sup>th</sup>**. Please note that tickets will be sold on a first come, first served basis until the event is sold out. All ticket sales are final. If payment will be mailed, it must be postmarked by **April 13, 2018**. Please mail your completed online ticket form with your check to **P.O. Box 667291, Houston, TX 77266**. Last day to pay for tickets using the online payment will be **April 21<sup>st</sup>**. No exceptions will be made.
- February, 23, 2018** The district TOY representative will e-mail the TOY finalists' names to HAABE TOY Co-Chair, Anna-Lisa Anguiano at [haabetoycommittee@gmail.com](mailto:haabetoycommittee@gmail.com) (include TOY on the subject line) by **February 23, 2018**.
- March 23, 2018** School district TOY representative mails the portfolios to: **HAABE, P.O. Box 667291 Houston, TX 77266** before **March 23, 2018**. An electronic version of the portfolio must be submitted with a hard copy of the portfolio. The electronic portfolio must be submitted in a clearly labeled flash drive. It must include ALL portfolio components in order in **ONE PDF** file. Electronic portfolios with multiple files will **NOT** be accepted. Mobile scanner applications like TurboScan or Scanbot can be used to convert your TOY portfolio into a single PDF file if you do not have a scanner readily available. A variety of scanner apps are available through the App Store or Google Play.
- March 15, 2018** Last day to purchase **\$60 *early bird special*** tickets.
- April 13, 2018** Last day to purchase tickets by check (must be postmarked by April 13<sup>th</sup>).
- April 21, 2018** Last day to purchase regular priced tickets online.
- April 28, 2018** HAABE Bilingual/ ESL Teacher of the Year Banquet. Hilton Hotel University of Houston at 11:00 a.m. Check-in will start at 10:00 a.m.
- April 28, 2018 \* Hilton University of Houston \* 11:00 am \** Order your tickets at [www.haabe.org](http://www.haabe.org)



*Advocating for Multilingual and Multicultural Education*

## IV. Application Packet

### A. Data Sheet

Please type all information requested – all responses must be contained within this form.

Nominee's name: \_\_\_\_\_

Please check one:     \_\_\_\_\_ Bilingual Teacher

                                  \_\_\_\_\_ ESL Elementary Teacher     \_\_\_\_\_ ESL Secondary Teacher

Please check all that apply:

I am a member of    \_\_\_\_\_ HAABE     \_\_\_\_\_ TABE    \_\_\_\_\_ NABE

### BASIC INFORMATION

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### PROFESSIONAL INFORMATION

School District: \_\_\_\_\_

Campus: \_\_\_\_\_ Campus Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Campus Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Grade Level/Assignment/Position: \_\_\_\_\_

Yrs. experience current position: \_\_\_\_\_ Yrs. in district: \_\_\_\_\_ Total yrs. in education: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Principal's Signature \_\_\_\_\_



**B. Biographical Profile (15 Points)**

Nominee's name: \_\_\_\_\_

Please check one:      \_\_\_\_\_ Bilingual Teacher

                                 \_\_\_\_\_ ESL Elementary Teacher      \_\_\_\_\_ ESL Secondary Teacher

1. Academic Background: Include all colleges and universities attended (starting with the last institution attended).

College/University	Degree	Major	Date

2. Teacher Certification: List all certifications and endorsements that appear on your teacher certificate.

1.		4.	
2.		5.	
3.		6.	



**C. Professional Development (15 Points)**

1. Professional Development: List your most recent professional development training regarding bilingual/ESL education that you attended or offered/presented.


2. Work Experience: Include all teaching experience beginning with your current position.

Employer	Campus	Position/Assignment	Dates of Employment

3. Honors/awards/grants: Describe all awards and honors you have received for your professional accomplishments in education.






**D. Community Service (15 Points)**

Describe your participation in your community.


**E. Philosophy of Education (30 Points)**

Describe your philosophy of bilingual or ESL education and its impact on the education of culturally and linguistically diverse students.


**F. Recommendation Letters (15 Points)**

Attach letters of recommendation from nominee’s principal, parent of a student, and colleague.

**G. Other Information**

Include any information you would like to share about yourself that you may not have been able to share in the other areas of this profile.

I hereby give my permission that this information be shared with persons involved in reviewing and/or judging for the upcoming HAABE Bilingual/ESL Teacher of the Year awards at the campus and district level.

Signature: \_\_\_\_\_



*Advocating for Multilingual and Multicultural Education*  
**Application Packet Checklist**

**2017-18 HAABE Bilingual/ESL Teacher of the Year**

\* Please attach this checklist in the portfolio.

Nominee's name: \_\_\_\_\_

Campus: \_\_\_\_\_

Section	Points	✓
<b>A. Data Sheet</b>		
<b>B. Biographical Profile</b>		
1. Academic Background		
2. Teacher Certification		
<b>C. Professional Development</b>		
1. Work experience		
2. Honors/Awards/Grants		
<b>D. Community/ Volunteer Service</b>		
<b>E. Philosophy of Education</b>		
<b>F. Recommendation Letters</b>		
<b>Total Points</b>		



*Advocating for Multilingual and Multicultural Education*  
**2017-18 HAABE Bilingual/ESL Teacher of the Year**

Portfolio is to be submitted **only** by the district’s Bilingual/ESL finalists. All finalists may potentially represent HAABE at the TABE competition; therefore portfolio submission should adhere to TABE TOY guidelines. <http://www.tabe.org/membersaffiliate.cfm?subpage=424127> Portfolio must be presented in both a well-organized notebook and in electronic form. Please note that **only** requested materials will be evaluated. An electronic version of the portfolio **must be submitted** with a hard copy of the portfolio. The electronic portfolio must be submitted in a clearly labeled flash drive. It must include ALL portfolio components in order in **ONE PDF** file. Electronic portfolios with multiple files will **NOT** be accepted. Mobile scanner applications like TurboScan or Scanbot can be used to convert your TOY portfolio into a single PDF file if you do not have a scanner readily available. A variety of scanner apps are available through the App Store or Google Play.

**Portfolio Rubric and Checklist**

Section	Points	✓
<b>RESUME:</b> Include academic preparation, dates and titles of professional certificates/endorsements, professional work experience, membership in professional organizations, and honors received. Please include number of years where applicable. Include a 5” x 7” color photograph.	<b>10</b>	
<b>BIOGRAPHICAL PROFILE:</b> A narrative written by the nominee describing specific events or experiences leading to his/her involvement in education, particularly bilingual or ESL education. This narrative must be typed, double-spaced, and should not exceed five pages.	<b>15</b>	
<b>PHILOSOPHY OF EDUCATION:</b> An essay written by the nominee (must be in <u>Spanish</u> for bilingual Teachers of the Year and in <u>English</u> for ESL Teachers of the Year) reflecting his/her commitment to the profession, including a description of the nominee’s educational values and spaced and should not exceed five pages. <i>Bilingual teachers must submit an English translation of their philosophy of education for the judges.</i>	<b>30</b>	
<b>PROFESSIONAL DEVELOPMENT:</b> A listing and brief description of the nominee’s participation in professional organizations and service committees, commissions, task forces, workshops, conferences, etc. (include the number of years of service and membership). This section should be typed, double-spaced and should not exceed five pages.	<b>15</b>	
<b>COMMUNITY SERVICE:</b> A listing and brief description of the nominee’s participation in organizations as well as personal efforts to improve bilingual or ESL education and social conditions of the community. This section should be typed, double-spaced and should not exceed five pages.	<b>15</b>	
<b>LETTERS OF SUPPORT:</b> Include letters of support from your school’s principal, a parent from one of your students, and one of your colleagues. Should not exceed five entries.	<b>15</b>	
<b>Total Points</b>	<b>100</b>	