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September 20, 2023

TO: Bilingual/ESL Department Director

FROM: HAABE President

RE: 2023-2024 HAABE Bilingual and ESL Teacher of the Year

Dear Bilingual/ESL/Multilingual 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-Chairs Linnaea Funk Morales and Dr. Susana Franco Fuenmayor at 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 **November 10, 2023**.

Districts' TOY finalists will be publicly acknowledged and honored during the annual HAABE TOY Banquet on **Saturday, April 27, 2024 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 starting on **December 11, 2023**. If you have any questions regarding registration and purchase tickets for the event, please contact HAABE TOY Co-Chairs, Linnaea Funk Morales or Dr. Susana Franco Fuenmayor at 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 2024 TOY Banquet.

Best regards,

Dr. Pilar Moreno-Recio
HAABE President
haabepresident@gmail.com



2023-2024 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. The district TOY representative will notify their campuses about HAABE TOY competition guidelines.
3. The district TOY representative will notify the district's participation to HAABE TOY Co-Chairs, Linnaea Funk Morales and Dr. Susana Franco Fuenmayor at haabetoycommittee@gmail.com (include TOY on the subject line) by **November 10, 2023**.
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 submit the TOY finalists' names to HAABE TOY Co-Chairs, Linnaea Funk Morales and Dr. Susana Franco Fuenmayor, at haabetoycommittee@gmail.com through a Google Form submission by **January 31, 2024**. A Google Form will be provided to the HAABE District finalists and the District TOY representative. Please note that all items must be submitted via the Google Form and entries should strictly adhere to the stipulated guidelines. HAABE will no longer accept binder portfolio submissions.



8. 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.
9. School district TOY representative promotes and coordinates the purchase of banquet tickets. To purchase tickets, go to the website: 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 27, 2024**.
3. HAABE TOY winners will be expected to present at one or more HAABE Professional Development before the 2025 HAABE TOY Banquet.

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 2023-2024 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 nominee is chosen as the HAABE TOY winner, he/she will be provided with instructions to participate in the TABE TOY competition.
9. 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.

*April 27, 2024 * Hilton Hotel University of Houston 4450 University Drive, Houston, TX 77204 * 11:00 am*
Order your tickets at www.haabe.org



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 2023-2024 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 dual language program as the English teacher in a team-teaching arrangement will be considered for this award.
3. Be certified or endorsed as a 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 2023-2024 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 certified or endorsed as a 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 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.
8. If the nominee is chosen as the HAABE TOY winner, he/she will be provided with instructions to participate in the TABE TOY competition.
9. 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.

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2023-2024 HAABE Bilingual/ESL Teacher of the Year (TOY)

III. HAABE TOY Timeline

- September 2023** School districts receive an invitation to participate in the HAABE TOY competition and start planning the district's TOY selection process. Teacher of the Year Packet available via [Google Drive](#)
- November 10, 2023** School districts confirm their participation in the HAABE TOY competition by email to HAABE TOY Co-Chairs Linnaea Funk Morales and Dr. Susana Franco Fuenmayor at haabetoycommittee@gmail.com (include TOY on the subject line) by **November 10, 2023**.
- December 11, 2023** Individual TOY Banquet tickets will be available for online order at www.haabe.org. Reservation will be confirmed when payment is received. Tickets purchased between December 11 - March 8 will receive the early bird price of \$75 individual ticket/\$700 table purchase (10 tickets). Tickets purchased between March 8 - April 12 are \$90 individual ticket/\$900 table purchase (10 tickets). 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 March 22, 2024.
- January 31, 2024** The district TOY representative will email the TOY finalists' names to HAABE TOY Co-Chairs, Linnaea Funk Morales and Dr. Susana Franco Fuenmayor at haabetoycommittee@gmail.com (include TOY on the subject line) by **January 31, 2024**
- March 8, 2024** School district TOY winners submit their TOY portfolio via the Google link sent to them by their HAABE district TOY representative on or before **March 8, 2024**. Please note that all items must be submitted via the Google link and entries should strictly adhere to the stipulated guidelines. HAABE will no longer accept binder portfolio submissions.
- March 8, 2024** Last day to purchase **\$75 individual tickets/\$700 table purchase (10 tickets) early bird special** tickets.
- March 22, 2024** Last day to purchase tickets by check (district purchases only) (must be postmarked by March 22).
- April 12, 2024** Last day to purchase tickets online.
- April 27, 2024** HAABE Bilingual/ESL Teacher of the Year Banquet. Banquet will be held at 11am at Hilton at University of Houston.

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2023-2024 HAABE Bilingual/ESL TOY Portfolio

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. Portfolio must be submitted via the Google Form link provided. Please note that **only** requested materials will be evaluated. Once the district finalists are chosen, the HAABE TOY Co-Chairs, Linnaea Funk Morales and Dr. Susana Franco Fuenmayor, will provide the finalists and the district representative with the Google Form link. Please note that all items must be submitted via the Google link and entries should strictly adhere to the stipulated guidelines. HAABE will no longer accept binder portfolio submissions.

Portfolio Rubric and Checklist

Section	Points
BIOGRAPHICAL PROFILE: 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 should not exceed five paragraphs.	10
PHILOSOPHY OF EDUCATION: An essay written by the nominee (must be in <u>Spanish and English</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 1,250 words.	40
PROFESSIONAL DEVELOPMENT: 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 not exceed five paragraphs.	10
PROFESSIONAL DEVELOPMENT: A 150-250 abstract describing a presentation concept that could be presented at a professional development. It includes the title and target audience.	10
COMMUNITY SERVICE: 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 not exceed five paragraphs.	15
LETTERS OF SUPPORT: 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.	15
Total Points	100

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

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

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