Master Teacher Application Guidelines

Master Teacher Requirements:

- Must have a minimum of three years teaching experience
- Must have served as a GSW Mentor teacher for a minimum of two semesters
- Must have received satisfactory annual evaluations from building administrators
- Must submit a recommendation from your principal
- Must be willing to mentor and assess teacher candidates
- Must be willing to collaboratively plan and teach with teacher candidates
- Must attend a Master Teacher Orientation annually (once per academic year)

Master Teacher Application Process:

1. Complete the Master Teacher Application and Philosophy of Teaching Questionnaire and submit to Principal/PDS Liaison (determined by school).

2. Ask your principal to complete the confidential Master Teacher Recommendation form, along with an envelope addressed to GSW (address below). Recommendation Forms may also be turned in with the Master Teacher Application.

3. Send completed packets to:

   Georgia Southwestern State University
   School of Education
   Office of Clinical Experiences
   800 GSW State University Drive
   Americus, GA 31709

4. Applications will be reviewed annually by a PDS representative, the GSW Clinical Director, and members of the GSW Field Experience Committee.
Georgia Southwestern State University
School of Education
Master Teacher Application

Name ________________________________________________________________

Address _______________________________________________________________

   Street       City       State       Zip

Home Phone__________________ Email Address______________________________

School_____________________ School Phone______________________________

Certification Level __________________ Grade Level __________________

Subjects Currently Teaching__________________________________________

I have received satisfactory annual evaluations for each of the past 3 years: ____Yes ____No

Teaching Experiences prior to the current academic year:

____________________________________________________________________________

Educational Background (please list degrees, institutions, and year degrees were received):

____________________________________________________________________________

Educational Mentoring Experiences (please list):

____________________________________________________________________________

Have you supervised teacher candidates? If so, from which institutions and when?

____________________________________________________________________________

Have you supervised a GSW teacher candidate? If so, who? When?

____________________________________________________________________________

____________________________________________________________________________

References: Please submit a recommendation from your principal (use the attached form).

Master Teacher Application
Revised Spring 2012
Name: __________________________ School: ____________________________________________

Please answer the following questions in complete sentences.

1. Describe what an observer would see in your classroom during a typical lesson.

2. How do you assess students? What do you do with the information?

3. What could a teacher candidate learn from collaboratively planning and teaching with you?

4. Discuss why you think your classroom is a good environment for a Teacher Candidate.

5. Why do you want to be a Master Teacher?
Georgia Southwestern State University
School of Education
Master Teacher Recommendation

To be completed by the applicant applying as a Master Teacher

Last Name        First        Middle

I understand that Recommendation Forms are confidential in the Master Teacher Application process:

________________________________________________________________________

Signature of Applicant

________________________________________________________________________

Name of Reference: ______________________________________________________

To Be Completed by Your Principal
(two pages – staple together, please)

The individual named above is interested in serving as a “Master Teacher” for Georgia Southwestern State University School of Education teacher candidates. If selected, this individual will supervise and assess the performance of a teacher candidate. We appreciate your time and effort in completing this form. Please feel free to make additional comments on a separate piece of paper. Recommendation Forms are confidential. Forms may be mailed directly to GSW, or you may give them to your school’s PDS Liaison or Building Administrator.

Please use the following scale to rate the applicant:

Outstanding (4), Proficient (3), Basic (2), Unacceptable (1), Not Applicable (n/a)

Reflect on the applicant’s ability to:

_____ 1. Include collaborative planning and co-teaching
_____ 2. Encourage use of innovation, shared decision making, and sharing own classroom
_____ 3. Work effectively with teacher candidates
_____ 4. Use effective communication skills
_____ 5. Use technology in instruction
_____ 6. Use varied teaching strategies
_____ 7. Be flexible and comfortable with change
_____ 8. Incorporate higher order thinking in the classroom
_____ 9. Work well with other teachers in processing and sharing
_____10. Make connections with research and best practices in curriculum and instruction

Master Teacher Application
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I have worked with this applicant for ____________(months, years) in the following capacity:
____________________________________________________________________________________

Evaluation of work experience:

___ Superior  
___ Above Average  
___ Average  
___ Below Average

Please provide a statement of your assessment of the readiness of this individual to serve as a Master Teacher:
____________________________________________________________________________________
____________________________________________________________________________________

Considering the applicant’s overall special abilities, ambitions, and determination, please indicate your recommendation for Master Teacher status:

___ I recommend strongly  
___ I recommend with reservation  
___ I recommend  
___ I cannot recommend

Any additional comments are welcome. You may use a separate sheet of paper or the reverse side of this form.

Signature: _____________________________ Date: ______________________

Position: _____________________________ Institution: _____________________________

Master Teacher Application
Revised Spring 2012