

ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR

Presented by:

**California Association for Health, Physical Education, Recreation and Dance
State Council for Adapted Physical Education**

APPLICATION PACKET

This award recognizes outstanding physical educators teaching adapted physical education to individuals with disabilities in programs for age's birth to adult.

This packet contains the following information about the award program:

1. Eligibility requirements
2. Award criteria
3. Teaching assignment
4. Selection and recognition process
5. Application directions
6. Videotape guidelines
7. Awards Timeline
8. Official application form
9. *Publicity form*
10. Verification of teaching assignment

Submit completed application (items 8-9 above) to the CAHPERD Office Attention: SCAPE Awards Chair., or a SCAPE Council Member. Letters of recommendation should also be included. All dates provided within the application packet refer to the academic year in which the application is being made.

**CAHPERD
State Council on Adapted Physical Education
1501 El Camino Avenue - Suite 3
Sacramento, CA 95815-2748**

Questions about the application process can be directed to the CAHPERD office,
(800) 499-3596 (Ca only) or 916-922-3596 www.cahtperd.org

This form may be duplicated or additional forms can be requested through the CAHPERD office and the SCAPE website.

<http://sc-ape.org>

Eligibility Requirements

Physical educators, who meet the eligibility requirements and exemplify the criteria for this award, may apply or be nominated by a colleague.

Eligibility requirements include:

1. Current membership in CAHPERD;
2. Credentialed as an Adapted Physical Education teacher;
3. Minimum of five years teaching experience in Adapted Physical Education
4. Full-time teaching contract, current at the time of nomination and selection;
Minimum of 50% of total teaching responsibility is teaching Adapted Physical Education.

SCAPE Adapted Physical Education Teacher of the Year Application

Award Criteria:

For the purposes of this award, an adapted physical educator is defined as an individual assigned at least 50% of his/her teaching responsibility in adapted physical education providing direct and/or consultative services to individuals with disabilities ages' birth to adult. The applicant must be a teacher who:

1. Conducts an appropriate physical education program as reflected in the students' IEP's and generally accepted standards of practice for APE;
2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
3. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students;
4. Participates in professional development opportunities;
5. Provides service to individuals with disabilities through advocacy, consultation, in-service training presentations and/or active membership in related professional organizations.

Teaching Assignment

Teachers may have responsibility for teaching general PE, but applications can be submitted only for the APE part of the teaching assignment. A staff member who can attest that the applicant's teaching assignment consists of teaching APE at least 50% of the time must complete a form included in the packet.

Selection and Recognition Process

All applicants must turn in completed application by January 10 to the CAHPERD Office Attention SCAPE Awards Chair or any SCAPE council member.

1. The selection committee, consisting of the SCAPE chair, Awards committee Chair and two (2) other SCAPE members, will review applications and select 2-3 finalists. (Prior nominations will be held for 3 consecutive years)
2. The selection committee will present the names of the nomination with supporting information to the State Council Members for review at the May business meeting.
3. Following discussion of the finalist(s), members of the State Council will vote by secret ballot for one of the nominated individuals.
4. In the event that no nominee is deemed qualified by a majority vote of the State Council members, no award will be issued that year.
5. The selected person will be notified by the Chair of the State Council on Adapted Physical Education, or appointed designee, such as the Awards Committee representative, by phone and a formal letter of acknowledgment. Arrangements for the time and place of the presentation will be clarified with the recipient.

Application Directions

Application and *publicity forms* must:

1. Be typed and filled out completely;
2. Be submitted to the state designee by **January 10**;
3. Include a 3-1/2" X 2 1/2" (wallet size) photograph that will not be returned.
4. Maximum of four letters of recommendation including one from each:
 - Fellow teacher familiar with applicant's work
 - Administrator/supervisor
 - Parent/child who has been a beneficiary of the applicant's services

The letters should be directly related to the award criteria listed in this packet.

SCAPE Adapted Physical Education Teacher of the Year Application

Videotape Guidelines for APAC APE Teachers of the Year

A videotape of 10 minutes of a “best practice” (from a lesson, meeting, community activity or consultation) is a requirement for recipients participating in the selection process for CAHPERD APE Teacher of the Year . **Do not exceed 10 minutes, as only that duration will be duplicated for the committee.** The videotape is due **along with the application packet, postmarked no later than January 10.** The purpose of this videotape is to provide a sample of your professional performance. As a teacher you understand that while interviews and applications are important, there is no substitute for watching someone teach, assess children or conduct a consultation in their typical school setting. The videotape does not need to be sophisticated in terms of production. The purpose is to capture your teaching, articulation as an advocate for physical education in a meeting or your interaction with other professionals regarding physical activity services for individuals with disabilities. The following guidelines and recommendations will help you prepare the videotape.

1. The tape must be no more than 10 minutes in length from start to finish. You should not edit the tape. The videotape provides a glimpse of your teaching skills and professionalism. **Do not send a tape with more than 10 minutes recorded.**
 2. The tape should show one APE practice of which you are proud. Write a summary of the tape that will put it into a context and add narration if needed to explain what is going on. This summary should include
 - a. Brief description of the context, i.e. lesson for... parent meeting/IEP meeting, consultation with classroom teacher, etc.
 - b. Characterization of the students, meeting participants, role/background of participants, etc.
 - c. Goal/objective(s) to be accomplished, i.e. from IEP’s of students, annual review of IEP, placement decision, etc.
 - d. How this segment fits into the larger whole, i.e. where will you go from here?
 3. The videotape must have a verbal (less than 5 minutes on the tape) or written (submitted with the tape) introduction which includes:
 - a. School demographics
 - b. Grade/age level of the class/students being taught/discussed
 - c. Manner in which student(s) featured is/are typically served
 - d. General nature of disabilities of the student(s)
 4. The videotape may be from any area of your role, but must represent only one such role/situation, i.e. if you only function in a consulting role, your interaction with the professionals with whom you consult may be all that is recorded. The committee wants you to feel good about the tape you send, so do not hesitate to make several tapes and submit the best one.
 5. The committee assumes that most of the videotapes will be made on video recorders. It is understood that some of you will need to set up the camera and just "let it run". This is acceptable, as long as the camera is positioned so that you, the teacher, are in clear view and the audio can be clearly understood. The committee is not judging the quality of your production capabilities; so do not use subtitles, music, or special effects. All tapes submitted must be VHS.
- ? YOUR TAPES MUST BE POSTMARKED NO LATER THAN **JANUARY 10**, AND MAILED TO: CAHPERD
Office Attention SCAPE Awards Chair or SCAPE Council Member
- ? TAPES WILL NOT BE RETURNED.
- ? WE DO NOT ACCEPT PORTFOLIOS AS PART OF THIS PROCESS.
- ? CONTACT US IF YOU HAVE ADDITIONAL QUESTIONS

ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR AWARD TIMELINE

JANUARY 10	COMPLETED APPLICATION WITH VIDEO POSTMARKED NO LATER THAN JANUARY 10 ALL APPLICATIONS SENT TO AWARDS CHAIR
JANUARY	AWARD COMMITTEE REVIEWS ALL APPLICATIONS (SCAPE JANUARY MEETING)
MARCH/APRIL	THREE FINALISTS SELECTED AND VISITATIONS ASSIGNED
MARCH – MAY	VISITATIONS OF FINALISTS BY AWARDS COMMITTEE
MAY	EVALUATIONS TABULATED AND AWARD RECOMMENDATION PRESENTED TO COUNCIL MEMBERS FOR FINAL VOTE
JUNE	AWARD WINNERS NOTIFIED
NOVEMBER	AWARD PRESENTATION AT NCPAEI CONFERENCE AWARD WINNER PRESENTS AT CONFERENCE
MARCH/APRIL	AWARD WINNER PRESENTS AT CAHPERD CONFERENCE AWARD WINNER ACKNOWLEDGED AT AWARDS LUCNHEON AND / OR DINNER
OCTOBER	SCAPE SENDS APPLICATION TO SOUTHWEST DISTRICT
DECEMBER	SCAPE SENDS APPLICATION TO NATIONAL

**SCAPE ADAPTED PHYSICAL EDUCATION TEACHER OF THE YEAR
OFFICIAL APPLICATION FORM**

Applicant's Name			
Home Address			
Home Phone		Email	
Present Position			
School / Address			
Work Phone		FAX	

Educational Information:

	College / University	Major
Bachelor Degree		
Graduate Coursework		

Career Information:

POSITION	LOCATION	LENGTH OF SERVICE

PROFESSIONAL AFFILIATIONS

Organization	Membership Number	Expiration Date	# Years of Membership
CAHPERD			

Significant Achievements in the Field of Adapted Physical Education/Physical Education:

Community Service: (types and dates)

ATTACH SEPARATE SHEETS, ONE MAXIMUM FOR EACH OF THE FIVE AWARD CRITERIA LISTED ON PAGE 2 OF THIS PACKET. THE APPLICANT SHOULD OUTLINE QUALIFICATIONS RELEVNT TO THAT CRITERION. MAJOR CONSIDERATION FOR THE AWARD WILL BE BASED ON THESE CRITERIA.

FOUR LETTERS SHOULD BE INCLUDED WITH THE APPLICATION. LETTERS SHOULD BE DIRECTLY RELATED TO THE AWARD CRITERIA LISTED IN THIS PACKET. See directions

**APE TEACHER OF THE YEAR
PUBLICITY FORM**

Applicant's Full Name: _____

Name to be used for recognition: _____
(if different)

School District Information

Superintendent's Name: _____

Principal's Name _____

Program/Dept. Chairs
Name and Title _____

School District Administration
Address and Phone Number _____

Newspapers

Newspaper _____ Editor _____

Address and Phone _____

Newspaper _____ Editor _____

Address and Phone _____

Television Station List the Local Station

Station Name & Call Letters _____ Contact Person _____

Address and Phone _____

Station Name & Call Letters _____ Contact Person _____

Address and Phone _____

**APE TEACHER OF THE YEAR
VERIFICATION OF TEACHING ASSIGNMENT**

A school administrator/supervisor or payroll personnel who can verify the applicant teaches Adapted Physical Education for at least 50% of her/her contractual assignment should complete this form.

I attest to the fact that this applicant, _____

For the Adapted Physical Education Teacher of the Year, currently teaches Adapted Physical Education _____ percent of his/her teaching assignment.

(A minimum of 50% is required to be eligible for this award)

Name _____

Title _____

Date _____