



DISTINGUISHED EDUCATOR PROGRAM

Application Process

Summary of the Distinguished Educator Program

The New York State Education Department is implementing the Distinguished Educator (DE) Program to assist low performing schools and districts. Distinguished Educators, appointed by the Commissioner of Education, are educational leaders who possess the knowledge and skills necessary to reverse chronic failure within the assigned school district or an assigned school within the district. The qualifications for a DE assigned to a district or a school are outlined below.

The Following Are the Five Required Qualifications of a Distinguished Educator (DE) Assigned to a District:

1. Ten years successful experience in education including, but not limited to at least five years of successful experience in turning around low performing districts and sustaining the improved academic achievement of all at risk groups, or dramatically raising achievement of high needs students in moderate to high performing districts.

OR

Alternate qualifications deemed acceptable by the Commissioner including, but not limited to, a minimum of five years of statewide experience working with low performing school districts, or a minimum of five years comparable experience working with at risk populations in closing achievement gaps in a charter school, BOCES or in a nonprofit educational organization;

2. New York State (NYS) certification as a School District Administrator or a School District Leader, or a substantially equivalent certification, as determined by the Commissioner, issued by a jurisdiction outside the State.

OR

A Ph.D., Ed.D. or other comparable advanced degree and a minimum of five years working directly in low performing districts or dramatically raising the achievement of high needs students in moderate to high performing districts;

3. Experience as a teacher or administrator in a school district, charter school, BOCES or a nonprofit educational organization within the past three years (current employee) or, where applicable, within the immediately preceding three years (recent retiree) from the date of the candidate's initial appointment as a distinguished educator;
4. Demonstrated ability to successfully work with at risk populations in closing achievement gaps;
5. Experience in school turnaround and sustaining the academic success of at risk students.

The following are the Five Required Qualifications of a Distinguished Educator (DE) Assigned to a School:

1. Ten years successful experience in education including, but not limited to, at least five years of successful experience in increasing student academic performance in low performing schools or

dramatically raising the achievement of high needs students in moderate to high performing districts.

OR

Alternate qualifications deemed acceptable by the Commissioner including, but not limited to, a minimum of five years of statewide experience working with low performing school districts, or a minimum of five years comparable experience working with at risk populations in closing achievement gaps in a charter school, BOCES or in a nonprofit educational organization;

2. NYS certification as a School Administrator and Supervisor or School Building Leader, or Teacher or a substantially equivalent certification, as determined by the Commissioner, issued by a jurisdiction outside the State, and have worked in/with low performing schools.

OR

A Ph.D., Ed.D. or other advanced degree and a minimum of five years working directly in low performing districts or dramatically raising the achievement of high needs students in moderate to high performing districts;

3. Experience as a teacher or administrator in a school district, charter school, BOCES or a nonprofit educational organization within the past three years (current employee) or, where applicable, within the immediately preceding three years (recent retiree) from the date of the candidate's initial appointment as a DE;
4. Demonstrated an ability to successfully work with at risk populations in closing achievement gaps;
5. Demonstrate knowledge of curriculum development and ensure alignment of curriculum with Next Generation Standards, Performance Indicators and NYS Assessments.

General Responsibilities of an Appointed Distinguished Educator

- Commit to minimum of one year of service in the program;
- Assess the learning environment of schools in the district;
- Review or provide assistance in the development and implementation of any Diagnostic Tool for School and District Effectiveness, School Comprehensive Education Plan and District Comprehensive Improvement Plan of any school or district to which the DE is assigned; and either endorse without change or make recommendations for modifications to any such plan to the board of education, trustees, or chancellor (in a school district in a city of one million or more inhabitants), and the Commissioner; and
- Participate in training and ongoing professional development, as directed by the State Education Department.

Specific Responsibilities of a Distinguished Educator Appointed to a District

- Conduct an intensive review of district and school systems, structures, operations and facilities and develop an action plan for the Distinguished Educator specifying goals and objectives;

- Assess the district's capacity to promote and support teaching and learning within all schools in the district;
- Work with district administration and the board of education to review data, analyze district and school structures, plan for improvement, assist in targeting district priorities;
- Serve as an ex-officio non-voting member of the board of education or trustees and work with district administration and the board of education to review data, analyze district and school structures, plan for improvement and assist in targeting district priorities;
- Serve as a member of an Integrated Intervention Team and review such team's reports, if applicable;
- Facilitate increased student performance across the district; and
- Recommend administrative and operational improvements to strengthen systems.

Specific Responsibilities of a Distinguished Educator Assigned to a School

- Assess the learning environment of the school(s) within the district;
- Identify or confirm systemic or instructional barriers and critical gaps to improving student achievement; and
- Improve curricula, instructional and assessment strategies.

Should an applicant meet all of the minimum qualifications, the successful candidate will be placed in a Distinguished Educator pool. From this pool, the Commissioner will select and appoint Distinguished Educators to assist school districts in raising the achievement levels of all student groups.

Please refer to [the Distinguished Educator Program](#) page for additional program information.

APPLICATION INSTRUCTIONS

Please complete and submit the all parts of this application as specified.

In order to become eligible for consideration as a Distinguished Educator, applicant must submit the following documentation as part of the application:

1. **Application for the Distinguished Educator Program**
2. **Advanced Degree** - An official transcript(s).
3. **State Certification/Licensure** - A copy of New York State certification/license, or an equivalent certification, as determined by the Commissioner, issued by a jurisdiction outside of the state.
4. **Resume**
5. **Professional References** - Three (3) recent letters of professional reference including current contact information for each reference. One reference letter must be from your current or immediate past supervisor. Note: These references may be contacted.
6. **Narrative Responses** - Please provide written responses to the two (2) questions, as applicable.

If you are applying for appointment as a Distinguished Educator for a DISTRICT, please answer each question below and submit your response with your application:

1. Provide two examples of how you successfully turned around a low performing district(s) and sustained the improved academic achievement of all at risk groups or dramatically raised the achievement of high needs students in moderate to high performing districts.
2. What are the top five areas you would initially review and investigate in assessing the current strengths and weaknesses of a low performing district?

OR

If you are applying for appointment as a Distinguished Educator for a SCHOOL, please answer each question below and submit your response with your application:

1. Provide three examples of actions, activities, or programs you employed to increase and support student academic performance in low performing schools or dramatically raise the achievement of high need students in moderate to high performing districts.
2. What are the top five areas you would initially review and investigate in assessing the current strengths and weaknesses of a low performing school?

How to submit documentation:

Completed application materials may be submitted electronically to: ACCOUNTINFO@nysed.gov

or

Via postal mail to:

New York State Education Department
55 Hanson Place, Room 445
Brooklyn, New York 11217
ATTN: Distinguished Educator Search

**APPLICATION FOR THE
DISTINGUISHED EDUCATOR PROGRAM**

I am applying to be a Distinguished Educator for a:

District School Both

Home Address: _____

Street Number and Name

City

State

Zip Code

Home Phone Number: (____) _____ **Mobile Number:** (____) _____

E-mail Address: _____

Current Employment Status: _____

If retired please provide retirement date and organization: _____

Current Employer _____

Position: _____ **Title:** _____

Number of years in this position: _____ **From:** _____ **To** _____

Address: _____

Street Number and Name

City

State

Zip Code

Name of Supervisor: _____ **Supervisor's Title:** _____

Phone number: (____) _____ **E-mail Address:** _____

____ I certify that all information provided in this application is accurate. My submission of this application expresses my willingness to assist low performing districts and schools. I agree and understand that my professional references may be contacted by the New York State Education Department.

Signature: _____ **Date:** _____