

Illinois Association for Health, Physical Education, Recreation & Dance



affiliated with
MID-WEST ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE
and the
AMERICAN ALLIANCE FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

&

Adapted Physical Activity Council of the American Association for Physical Activity and Recreation (AAPAR)

**ADAPTED PHYSICAL EDUCATION
TEACHER OF THE YEAR**

Application Packet

Definition

An adapted physical educator is defined for the purposes of this award 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.

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 AAHPERD/AAPAR/APAC (required for Midwest and National TOY);
2. **Current** membership in IAHPERD required for Illinois TOY;
3. Degree in and certification as a physical education teacher;
4. Minimum of five (5) years teaching experience in physical education;
5. Full-time teaching contract, current at the time of nomination and selection;
6. Minimum of 50% of total teaching responsibility is teaching adapted physical education;
7. Certified in Certified Adapted Physical Education (CAPE) or be eligible to sit for the Certified Adapted Physical Education exam (eligibility=200 hrs. of practicum experience, at least one 3 credit hour survey course in APE) is desirable;
8. Verification of teaching assignment from your school district;
9. Midwest District recipient of APE TOY requires a letter of verification from a Midwest District Officer (required for National TOY and will be sent by Midwest District);
10. The current Adapted Physical Educator of the Year will present a session at the IAHPERD State Convention in November.

Please note: Current members of AAPAR Board of Directors or APAC Executive Committees or former national APAC Teachers of the Year are not eligible to apply for this award.

Teaching Assignment

Teachers may have responsibility for teaching general physical education, but applications can be submitted only for the adapted physical education 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.

Award Criteria

The applicant must be a teacher who:

1. Conducts an appropriate physical education program as reflected in the students' IEPs and generally accepted standards of practice for APE;
 - a. Demonstrates an understanding of teaching in an inclusive setting
 - b. Demonstrates an understanding of teaching in a mainstream setting
 - c. Demonstrates an understanding of teaching in an integrative setting
 - d. Provides an emphasis on non-competitive activities that focus on success for all students
 - e. Provides evidence of making peer tutoring/peer buddy programs work
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;

Application Directions

1. Illinois Adapted Physical Education Teacher of the Year (APE TOY) applications can be obtained at: www.iahperd.org
2. Application, support materials, and publicity forms must be filled out completely and typed, single spaced, using Times New Roman 12-point font
3. Include a 3 ½" x 2 ½" (wallet size) photograph that will not be returned
4. Applications that are forwarded to AAHPERD for National consideration must be on forms that are included in this packet and comply with all guidelines described here or they will not be considered. Application, and publicity forms must remain unchanged from the beginning of the selection process (state level) through participation at the Midwest District and National levels (except for video, i.e. Illinois APE TOY does not require a video). But the support materials (recommendations and responses to the Award Criteria) can be revised from state-district-national levels.
5. Include a letter of verification of winning Midwest District Adapted PE TOY (required for advancement of application to the national level). Note that this will not be included in the state application.
6. The candidate will describe his/her qualifications with a one (1) single-spaced, typed sheet for each of the five (5) **Award Criterion** listed above. Major consideration for the award will be given to the information provided. In describing your qualifications under each criterion, specifically address innovation, major accomplishments, and/or significance to the field.
7. Include a maximum of four (4) letters of recommendation addressing the Adapted Physical Education Teacher of the Year **Award Criteria** including one each from:
 - a. Fellow teacher familiar with applicant's work
 - b. Administrator/supervisor
 - c. Parent/child who has been a beneficiary of the applicant's services
8. All Letters of Recommendation should be one to two pages in length, single spaced in Times New Roman 12 point font, with content directly related to the **Award Criteria**. **It is the responsibility of the candidate to ensure the content of the recommendations meets the Award Criteria**. Please note that recommendations for district and/or national consideration should include district and/or national level recommendations.
9. Applications must be on forms that are included in this packet and comply with all guidelines described here or they will not be considered.
10. A **20-minute videotape** is a requirement for consideration for National Adapted Physical Education Teacher of the Year. The videotape guidelines are explained in this packet.

State and AAHPERD District Selection and Recognition Process

1. IAHPERD District Presidents must receive the Illinois Adapted Physical Education Teacher of the Year application packet from the candidate by **March 1** of the current year. Send your application to your state-district president. Contact information for all Illinois District Presidents is available on the IAHPERD Website: www.iahperd.org. **The State Association (IAHPERD) will re-direct all submitted names and applications for Adapted Physical Educator of the Year to the appropriate Illinois District President or appointed designee.**
2. State District Presidents will present their District winners to the IAHPERD Recognition/Awards Committee by **April 1**.
3. The IAHPERD Recognition/Awards Committee will present one candidate for Illinois Adapted Physical Education Teacher of the Year for approval at the **April** meeting of the IAHPERD Executive Board. The state winner will be contacted in early **May**.
4. The IAHPERD TOY recipients will submit their revised applications to the Midwest District AAHPERD Recognition/Awards Committee Chair by **August 15**. Specific directions will be given to the IAHPERD TOY winners.
5. The Midwest District Adapted Physical Education Teacher of the Year will be selected at the annual meeting of the Midwest District leadership in **late September or early October**. All winners of this award will be officially notified by Midwest District within two weeks of the Midwest District AAHPERD Leadership Conference. The Midwest District Awards Committee will instruct the winner to send his/her application packet no later than **December 15**. This date is final.
6. Send the completed application packet to:
AAPAR APAC APE TOY Program c/o AAHPERD
1900 Association Drive
Reston, Virginia 20191-1599
7. In the event the Illinois Adapted Physical Educator of the year is selected as Midwest District Adapted Physical Education Teacher of the Year, the candidate will submit a 20-minute DVD as outlined in the **DVD Guidelines** by **December 15**. Send the completed videotape to:
AAPAR APAC APE TOY Program c/o AAHPERD
1900 Association Drive
Reston, Virginia 20191-1599
8. The six (6) AAHPERD District candidates for National Adapted Physical Educator of the Year must be members of AAHPERD/AAALF/APAC and must attend the AAHPERD National Convention at their own expense. A selection committee at the AAHPERD National Convention will choose the National Adapted Physical Education Teacher of the Year from the six (6) AAHPERD District finalists. The national winner is honored at the AAHPERD Convention and will receive a stipend from AAPAR to help defray the costs.
9. It is recommended that all Midwest District TOY winners review the aapar@ahperd.org website for other important information. Contact AAPAR for additional answers: 800-213-7193 X430.

DVD GUIDELINES for APAC Adapted Physical Education Teachers of the Year

The purpose of the 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 DVD 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 will help you prepare the videotape:

1. **A DVD video is not required for IAHPERD TOY. A DVD of a “best practice” (from a lesson, meeting, community activity or consultation) is a requirement for recipients participating in the selection process for National APE TOY at the AAHPERD National Convention.** You will be notified if you are a Midwest District winner.
2. Portfolios or videos of student performances are not acceptable.
3. **The DVD must be no longer than twenty (20) minutes in length from start to finish.** No VHS formats will be accepted. You should **not** edit the tape. The videotape provides a glimpse of your teaching skills and professionalism. **Do not send a DVD of more than 20 minutes recorded.**
4. The tape should show one adapted physical education practice of which you are proud. Write a summary of the DVD that will put it into a context. This summary should include:
 - a. Brief description of the context, i.e. lesson, parent meeting/IEP meeting, consultation with classroom teacher, etc.;
 - b. Characterization of students, meeting participants, role/background of participants, etc.;
 - c. Goal/objective(s) to be accomplished, i.e. from IEPs 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?
5. The DVD must have a verbal (less than 5 minutes on the tape) or written (submitted with the packet) 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).
6. The DVD may be from any aspect of your job, 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. You are welcome to make several DVDs and submit the best one.
7. The committee assumes that most of the DVDs will be made on cameras supplied by you or your school. 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. It is best if you wear a microphone. The committee is not judging the quality of your production capabilities; so do not use subtitles, music, or special effects.
8. Your DVD will not be returned.
9. Your DVD may be used by AAPAR/APAC as a demonstration of best practices in APE.
10. Please supply only what is asked for, not additional supplemental materials. Do not send notebooks, portfolios, or photo displays.
11. For additional information for the national award contact: aapar@aaahperd.org or 800-213-7193 X430.

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OFFICIAL APPLICATION FORM To be completed by nominee

Detach the application, publicity, and verification of teaching assignment forms from the rest of the packet and send them along with your letters of recommendation to your Illinois AHPERD District President by **March 1**.

Should the space provided prove insufficient you may create your own computer-generated copy of this form.

Applicant's Name:

Home Address:

Present Position/Title:

Home Phone:

Home Email Address:

Home Fax:

Work Phone:

Work Email:

Work Fax:

Warm-up Size: (unisex)

Educational Background:

College/University

Major

Bachelors Degree

Masters Degree

Doctoral/Prof. Degree

CAPE Certified? Yes No

If "No", attach documentation of CAPE eligibility or certification/endorsement/licensure in APE by state (see #1, 2, 3, and 7 on page one under Eligibility Requirements).

Career Information:

Position:

Location:

Length of Service:

Professional Affiliations:

AAHPERD Membership #:

Expiration Date:

Years of Membership:

AAPAR/APAC Activities (offices, articles, etc.)

District AAHPERD:

District Offices/Divisions or Project Activities:

IL AHPERD Membership #

Expiration Date:

Years of Membership:

State Offices/Division or Project Activities:

Other Professional Affiliations:

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

Community Service: (types and dates)

Attach separate sheets; one (1) maximum for each of the five Award Criteria listed on page 2 of this packet. THE APPLICANT SHOULD OUTLINE QUALIFICATIONS RELEVANT TO THAT CRITERION. Major consideration for the award will be based on these criteria.

A maximum of four (4) letters of recommendation should be included in the application. Letters should be directly related to the Award Criteria listed on page 2 of this packet. There should be one letter from the principal, a colleague, and a parent/child who is familiar with the work of the applicant. It is the responsibility of the candidate to ensure the content of the recommendations meets the Award Criteria.

If you would like information on the certification in adapted physical education (CAPE), check here _____.

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SUPPORT INFORMATION AND PUBLICITY FORM To be completed by nominee

ILLINOIS

MIDWEST DISTRICT

Applicant's Full Name:

Name You Wish To Be Called:

Name to Use in Writing (certificates, press releases, etc.):

Applicant's Address:

School District Information:

Superintendent's Name and Address:

Work Phone:

Work Fax:

Work Email:

Principal's Name and Address:

Work Phone:

Work Fax:

Work Email:

Program/Dept Chair's Name and Address:

Work Phone:

Work Fax:

Work Email:

School District Public Relations Officer and Address:

Work Phone:
Work Email:
Work Fax:

Newspapers: (copy and paste more newspaper names if needed)

Newspaper: Editor:

Address:

Work Phone: Work Fax:
Work Email:

Television Station: (copy and paste more television names if needed)

Station Name/Call Letters: Contact Person:

Address:

Work Phone:
Work Email:
Work Fax:

Government Officials:

State Legislator:

Address:

Work Phone: Work Fax:
Work Email:

U.S. Congress Rep:

Address:

Work Phone: Work Fax:
Work Email:

U.S. Senator:

Address:

Work Phone: Work Fax:
Work Email:

U.S. Senator:

Address:

Work Phone: Work Fax:
Work Email:

Others: list others, including titles and addresses, to which your progress in this program should be reported.

VERIFICATION OF TEACHING ASSIGNMENT

A school administrator/supervisor or payroll personnel who can verify that the applicant teaches adapted physical education for at least 50% of his/her contractual assignment should complete this form.

Name of Applicant:

I attest to the fact that this applicant, for the Illinois Adapted Physical Education Teacher of the Year and AAPAR/APAC Adapted Physical Education Teacher of the Year, teaches adapted physical education at least ____ per cent (%) of his/her teaching assignment (must be at least 50 % to be eligible for this award.)

Name/Title of Administrator/Supervisor:

School Address:

Date:

Work Phone:

Work Fax:

Work Email:

IF YOU ARE SELECTED AS A NATIONAL TEACHER OF THE YEAR

The duties/responsibilities of the AAPAR/APAC National Teacher of the Year during the year of recognition shall be as follows:

1. Attend a TOY Orientation meeting in June at AAHPERD headquarters along with NASPE TOYS to become familiar with the workshop process.
2. Attend the AAHPERD National Convention in the year of selection and present a program session in the year following selection.
3. Be familiar and current with AAPAR/APAC materials and distribute appropriate materials at professional meetings when identified as an AAPAR/APAC Teacher of the Year. Materials could include membership forms, brochures about AAPAR or APAC, information about APENS, etc.
4. Be informed and articulate about APAC mission and CAPE certification.
5. Acknowledge AAPAR/APAC sponsorship of the TOY program in all materials where identification as TOY is used by using either the title, "AAPAR's National Adapted Physical Education Teacher of the Year
6. Attend the APAC breakfast at the national convention to receive the award.
7. Serve on Sportime's Advisory Board, and attend their dinner honoring teachers of the year at the AAHPERD National Convention.
8. Conduct adapted physical education workshops funded by and agreed upon with Sportime.

AAPAR/APAC recognition of National Adapted Physical Education TOY will include:

1. One year paid membership in AAPAR/AAHPERD
2. One year paid subscription to *Palaestra* the premier quarterly on exercise and sport for people with disabilities
3. Stipend to help defray the cost of travel to the national or District convention in the year following the receipt of the award.
4. Warm-ups with AAPAR Logo, Sportime and "Adapted Teacher of the Year" embroidered on it.