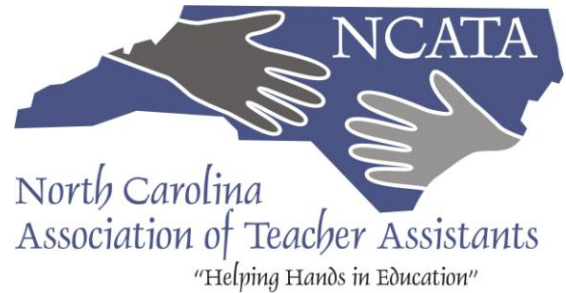


NCATA Teacher Assistant of the Year Program Guidelines



Each year, NCATA designates one teacher assistant as Teacher Assistant of the Year. The winner is recognized as an exemplary representative of NCATA and teacher assistants of North Carolina. NCATA selects a Teacher Assistant of the Year (TAOY) from finalists in each of the eight districts.

Eligibility Requirements

The following items are required for all TAOY finalists. All finalists shall be considered without regard to race, creed, religion, national origin, sex, or handicap.

- TAOY finalist must be a member of NCATA for two consecutive years PRIOR to nomination.
- TAOY finalist must be employed as a teacher assistant for a minimum of two years prior to nomination.
- TAOY finalist must submit a portfolio (see attached requirements).
- Finalist must be active in NCATA (shows interest and attends meetings of the association at the local, district, and state level)

TAOY Selection Timeline

Before February Deadline (previous fall or spring):

- Schools nominate and vote on prospective local TAOYs to represent them.
- A selection committee at the county level interviews local school TAOYs, provided they meet the NCATA TAOY eligibility requirements and submit a portfolio describing their career accomplishments. County (or school system) committees select County (or system) TAOYs.

January-February:

- A selection committee in each NCATA district interviews county (system) finalists and selects a District TAOY.

February (2nd Friday):

- District TAOY names and information due to the state E.H.R. Committee from the district.

February (usually 3rd weekend):

- The state Education and Human Relations (EHR) Committee (along with the past year TAOY recipient) reviews district TAOY portfolios, interviews each district nominee respectively, and selects the state TAOY and runner-up.

April-May

- The incoming TAOY and other finalists are recognized at NCATA's awards banquet, typically held during the annual conference.

NCATA TAOY Portfolio Requirements

Portfolio content must be typed. Use this checklist when preparing your portfolio for NCATA TAOY consideration to be sure that you are including all of the following elements:

√	Portfolio Elements
	Appearance & Size
	<ul style="list-style-type: none"> • Plain cover
	<ul style="list-style-type: none"> • No additional decorations
	<ul style="list-style-type: none"> • Should not exceed twenty (20) single- or ten (10) double-sized pages
	Personal Page
	<ul style="list-style-type: none"> • Years of service
	<ul style="list-style-type: none"> • List of civic organizations, accomplishments, offices held
	<ul style="list-style-type: none"> • Short synopsis of family
	<ul style="list-style-type: none"> • Hobbies and interests
	<ul style="list-style-type: none"> • Professional training (must include ongoing self-improvement plan, which includes, but is not limited to: PDP, continuing education courses, degree program with grade transcript, staff development, and conference.)
	Philosophy of Education
	<ul style="list-style-type: none"> • A teacher assistant's view of a child's needs
	<ul style="list-style-type: none"> • Personal philosophy on education of a child
	Up to Six (6) Written Letters of Recommendation from:
	<ul style="list-style-type: none"> • Principal
	<ul style="list-style-type: none"> • Teachers
	<ul style="list-style-type: none"> • Others
	Note: You may include picture of person writing recommendation.
	Photos
	<ul style="list-style-type: none"> • Photos of Teacher Assistant at work
	Note: Typed picture titles may be attached.

North Carolina Association of Teacher Assistants (NCATA)

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Visit us on the web: <http://www.teacherassistants.org>

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