



Guidelines for Nominees for Teacher Assistant of the Year

Requirements

- Must be a member of NCATA for two consecutive years PRIOR to nomination.
- Employed as Assistant for minimum of two years
- Must submit a portfolio
- Nominee must be active in NCATA (shows interest and attends meetings of the Association - Local, District, and State)
- Nominee must include on professional page ongoing self-improvement plan. This includes, but is not limited to, PDP, continuing education courses, degree program with grade transcript available, staff development, and conference.

Portfolio Overview (Plain Cover and NO Decorations)

Personal Page

1. Years of service
2. List of Civic organizations, accomplishments and offices held
3. Short synopsis of family
4. Hobbies and interests
5. Professional training
6. Must be typed

Philosophy of Education

7. A Teacher Assistant's view of a child's needs
8. Personal philosophy on education a child
9. Numbers 7 and 8 are separate topics.
10. Must be typed

Written Recommendations

11. From Principal
12. From Teachers
13. From Others (Maximum number of recommendations is six)
14. Picture of person writing recommendation may be attached.

Pictures of Assistant at work

15. Typed picture titles maybe attached to give your portfolio a more personal touch.

Number of Pages

16. Portfolio may contain twenty (20) single pages or no more than ten (10) double sided.