Educational Service Center of Lake Erie West

Master Teacher Consortium 2026-2027

Anthony Wayne Local Schools

Educational Service Center of Lake Erie West

Maumee City Schools

Ottawa Hills Local Schools

Penta Career Center

Perrysburg Exempted Village Schools

Rossford Exempted Village Schools

Springfield Local Schools

Sylvania City Schools

Washington Local Schools

TABLE OF CONTENTS

Topic	Page
Consortium Responsibilities	3
● ESC of Lake Erie West Responsibilities	3
● District Responsibilities	4
Master Teacher Operating Procedures	
● Advisory Committee	4
● Scoring Committee	4
● Terms of Scoring Committee Members	4
● Scoring Committee Procedures for Review of Applications	5
● LPDC Recommendation	5
● Appeals	6
● Records	6
● Renewal Guidelines	6
● Timeline	7
Application Guidelines	
● Eligibility	7
● Required Documents for Initial Master Teacher Application	8
● Required Documents for Master Teacher Renewal	8
● Submission	9
● Style Guide – Initial Application	9
● Style Guide – Renewal Application	10
Licensure	11
Consistently High-Performing Teacher	12
Questions & Additional Information	12

Master Teacher documents are available **here**. Or you can enter *Master Teacher* in the search box of the State Board of Education Website: https://sboe.ohio/gov

CONSORTIUM RESPONSIBILITIES

ESC of Lake Erie West Responsibilities

The Educational Service Center of Lake Erie West coordinates the Master Teacher Consortium. Through an identified Coordinator, the ESC of Lake Erie West will:

1. Provide Master Teacher materials in an electronic format for distribution to eligible teachers;

2. Provide Master Teacher materials electronically on the ESC of Lake Erie West website on a Master Teacher webpage under the Human Resources heading;

3. Coordinate Master Teacher in-services, including scheduling, location arrangements, registration, and contact hour certificates;

4. Provide presenters and facilitators for Master Teacher in-services;

5. Provide clerical support, as needed, to the Master Teacher Consortium Advisory and Scoring Committees.

District Responsibilities

Districts participating in the ESC of Lake Erie West Master Teacher Consortium make the following commitments:

1. Participate in the consortium for a period of at least three years;

2. Designate one person to serve as a district representative to the Master Teacher Consortium Advisory Committee;

3. Support release time for the Advisory Committee member to attend no more than two meetings a year focused on coordinating and reviewing the Master Teacher process;

4. Designate a district communication liaison for the purpose of disseminating information about the Master Teacher application process;

5. Provide either a teaching representative(s) and/or administrative representative(s) for the Master Teacher Scoring Committee as requested by the Coordinator;

6. Support release time for Scoring Committee representative(s) several times throughout the school year to participate in scoring calibration in-services; participate in scoring sessions; and assist with an annual review of the Master Teacher processes and procedures;

7. Host, as requested by the Advisory Committee, professional development support sessions to assist teachers in planning and developing their Master Teacher application.

MASTER TEACHER OPERATING PROCEDURES

Advisory Committee

Each district will designate one person to serve on the consortium Advisory Committee.

The Advisory Committee will meet at least annually to review and revise the Master Teacher consortium processes and procedures. Names of the Advisory Committee members will be available on the Master Teacher webpage.

Scoring Committee

Each district will provide either a teaching representative(s) and/or an administrative representative(s) for the Master Teacher Scoring Committee as determined below. Of the ten (10) Scoring Committee members, the majority (at least six) will be teachers. To maintain confidentiality, the names of the scoring committee members will not be published.

Terms of Scoring Committee Members

At the expiration of each member's term, a drawing will be held to determine whether the district will supply an administrator or a teacher for the subsequent three-year term.

If a vacancy occurs during the term of a Scoring Committee member, the district will appoint a person in a similar position (i.e., administrator or teacher) to fill the vacancy.

District Name	District Representative 2025-2026 School Year	Term Expires
Anthony Wayne	Teacher	2028
ESC of Lake Erie West	Teacher	2028
Maumee	Teacher	2028
Ottawa Hills	Administrator	2028
Rossford	Teacher	2028
Penta Career Center	Administrator	2028

Perrysburg	Administrator	2028
Springfield	Teacher	2028
Sylvania	Administrator	2028
Washington Local	Teacher	2028

Scoring Committee Procedures for Review of Applications

- Each district has one (1) representative, resulting in a committee of ten members. In addition, ad hoc representatives may be requested as needed based on the number of applications.
- Two representatives score each applicant's submission. In case of a disagreement between scorers, a third reader will score the submission.
- Either the Coordinator or a representative of the scoring committee will record minutes of the scoring meetings.
- After the scoring process, candidates who have received the Master Teacher designation will be notified by the District Advisory Committee contact, their application materials will be returned to the district contact, and their name will be added to the webpage list of successful Master Teacher candidates.
- Candidates who do not achieve Master Teacher status will receive summary comments on the sections of their application that did not meet the Master Teacher criteria and notification as to which portions of the application met the Master Teacher criteria.
- In the cases where portions of the candidate's application meet the Master Teacher criteria and portions do not, scores for the portions of the application that meet the criteria will be banked for the candidate, provided the applicant resubmits his/her application within a year of their first application. When a candidate resubmits, their entire application will be reviewed and scored as if it were a new application, but the "banked scores" will be used in making the final determination on Master Teacher status.
- The original scoring rubrics will be shredded at the end of the scoring session.
- The Coordinator will maintain scoring records for the consortium.

LPDC Recommendation

- The Master Teacher Consortium recommends that LPDCs grant three CEUs or 30 contact hours for a candidate who submits an application and is scored exemplary in at least two of the five areas. For these individuals, an additional three CEUs or 30 contact hours will be awarded if

they successfully earn the Master Teacher designation at a later time.

- A candidate who submits an application and is scored exemplary in at least four of the five areas, thereby successfully earning the initial Master Teacher designation, should be granted 6 CEUs or 60 contact hours.
- The Master Teacher Consortium recommends that LPDCs grant two CEUs or 20 contact hours for a candidate who successfully renews their Master Teacher Designation. Additional contact hours can also be given to individuals who attend the professional development opportunities on preparing the Master Teacher application.

Appeals

- An appeal may be made by an applicant who believes that the processes and procedures outlined in the application packet were not followed. No appeals will be considered based on the scoring of a candidate's application.
- The appeals process involves a meeting of the Scoring Committee and Advisory Committee members to review the manner in which the implementation of the processes and procedures was managed and to resolve the appeal with the applicant. The decision of the joint Scoring Committee and the Advisory Committee is final. No appeals may follow.

Records

- Evidence pieces will be returned to the applicant. Any teacher who receives the Master Teacher designation is responsible for keeping the evidence intact for the five-year duration of the Master Teacher status in the case of an audit by ODEW.
- For those receiving Master Teacher status, the candidate's score report and a copy of the narrative portion of the application will be kept on file in the district of employment.
- Score reports will also be maintained by the Program Coordinator.
- For those successfully completing the Master Teacher program, a certificate will be issued with the returned portfolio for use in the licensure process.

Renewal Guidelines

Renewal candidates may choose either Year Four or Year Five of their Master Teacher designation to complete the renewal process. If a Master Teacher successfully renews his/her designation during Year Four, his/her renewal status does not take effect until his/her current five-year designation expires.

Candidates for renewal should follow the style guidelines in this document for writing and assembling their narrative and evidence. Note, however, the renewal application is limited to four total pages when completing Section III and three pieces of annotated evidence for Section IV. The following documents should be submitted for renewal of the Master Teacher Designation.

- Master Teacher Renewal Checklist
- Master Teacher Renewal Application
    - Section I: Candidate Information
    - Section III: Written Reflections for Criteria A and E
    - Section IV: Evidence of Professional Growth for Criterion B (Focused Collaboration), Criterion C (Focus on Students and Environment), and Criterion D (Focus on Content, Instruction, and Assessment).

If the applying Master Teacher is deemed *not successful* during the renewal process, the teacher shall receive written feedback and an opportunity to reapply if their current Master Teacher designation has not expired.

In the event that a candidate is not successful in renewing the Master Teacher designation before the expiration of a Senior Professional Educator License or Lead Professional Educator License, the candidate will not be able to renew a license that requires successful completion of the Master Teacher Program. In this case, the teacher will need to apply for a Professional Educator License if applicable.

Timeline

The Scoring Committee meets once a year to review applications. **These dates may be adjusted based on district testing schedules.**

- Contact Lisa Grant lgrant@esclakeeriewest.org for application renewal.

APPLICATION GUIDELINES

Eligibility

To be eligible for the Master Teacher designation, educators must meet the following eligibility requirements:

- Hold a Professional Teaching License/Certificate
- Have completed at least seven years of teaching (currently eighth year of teaching)

- Work a minimum of 120 days in the current school year
- Work under a teaching contract in a position that requires planning and delivery of direct student instruction. (Note: support personnel (e.g., counselors, school psychologists) are not eligible for the Master Teacher program.)

Required Documents for Initial Master Teacher Application

Once eligibility is established, the teacher should complete the following:

- Candidate's Checklist for Submission of Materials
- Master Teacher Application/Narrative
- Ohio Master Teacher Candidate Recommendation Form (2 Required)
- Supporting evidence
    - Please use discretion when selecting artifacts for evidence. There is a limit of 10 pieces of evidence, but no criteria on how many pages each piece of evidence may be (e.g., if it is a publication, you may choose to submit only one section that is particularly relevant).
    - Evidence can be used for more than one criterion, but needs to be clearly referenced within the written narrative.
    - Evidence must be samples from within the past five years.
    - Evidence should demonstrate, describe, and support what is said in the narrative.
    - Evidence should be reviewed to ensure that any mention of a district/building name and names of students/staff have been redacted (i.e., crossed out with a dark marker)

Required Documents for Master Teacher Renewal

The renewal application is limited to a total of four pages when completing Section III and three pieces of annotated evidence for Section IV. The following documents should be submitted for renewal of the Master Teacher Designation.

- Master Teacher Renewal Checklist
- Master Teacher Renewal Application
    - Section I: Candidate Information
    - Section III: Written Reflections for Criteria A and E

- Section IV: Evidence of Professional Growth for Criterion B (Focused Collaboration), Criterion C (Focus on Students and Environment), and Criterion D (Focus on Content, Instruction, and Assessment)

Submission

Submit one paper copy to your district representative by the designated deadline. A list of district representatives is available on the Master Teacher webpage. This can be found on the ESC of Lake Erie West website at http://www.esclakeeriewest.org/MasterTeacherConsortium.aspx.

Style Guide – Initial Application

The narrative portion of the Master Teacher Application is limited to twelve (12) total pages. (Note: each page is counted even if only partially filled.) The document is to be word processed according to the following guidelines.

- 8.5" x 11" white paper
- One and a half (1 1/2) spaced lines
- Times New Roman 12 pt. font
- One-half inch (1/2 inch) margin on all sides (left, right, top, bottom)
- Print on only one side of the page.
- Number all pages sequentially in the upper right-hand corner of each page. The number should appear in the space between the top of the paper and the first line of type, flush with the right margin, with no less than a double space between the number and the top line of text. Alternatively, pages may be numbered by the narrative section (e.g., A1, A2, A3, etc.)
- Provide clear, consistent references to items of evidence in the narratives, which facilitate the readers' locating each piece of evidence easily as they read the application.
- Indicate paragraphs using a 5-space indentation or a line break.
- Begin each narrative on a new sheet of paper. Do not start a narrative on the same page on which you have completed another narrative.
- Within narrative A, B, C, and D, the candidate needs to indicate the numbers in parentheses after statements referring to the standards, elements, and indicators of the *Ohio Standards for the Teaching Profession.* (Ex.: 1.1D for Standard 1, Element 1, Indicator D: *Teachers support colleagues' understanding of student development and help other teachers evaluate students for purposes of instructional planning and implementation*.)
- Within narrative E, the candidate needs to refer to the *Ohio Standards for Professional Development 2015* and indicate the relevant numbers and letters of the *Professional*

Development standards, elements, and indicators.

To maintain confidentiality and ensure the anonymity of the candidate whose portfolio is being evaluated, the names of individuals, school districts, and school buildings should not be included in narratives or evidence. Photographs, news clippings, and other examples with identifying information should have the names covered or removed. Examples of student work used as evidence should have the students' names removed or covered.

Style Guide –Renewal Application

The narrative portion of the Master Teacher Application for renewal is limited to four (4) total pages. (Note: each page is counted even if only partially filled.) The document is to be word processed according to the following guidelines.

- 8.5" x 11" white paper
- One and a half (1 1/2) spaced lines
- Times New Roman 12 pt. font
- One-half inch (1/2 inch) margin on all sides (left, right, top, bottom)
- Print on only one side of the page.
- Number all pages sequentially in the upper right-hand corner of each page. The number should appear in the space between the top of the paper and the first line of type, flush with the right margin, with no less than a double space between the number and the top line of text. Alternatively, pages may be numbered by the narrative section (e.g., A1, A2, A3, etc.)
- Provide clear, consistent references to items of evidence in the narratives, which facilitate the readers' locating each piece of evidence easily as they read the application.
- Indicate paragraphs using a 5-space indentation or a line break.
- Begin each narrative on a new sheet of paper. Do not start a narrative on the same page on which you have completed another narrative.
- Within narratives A, the candidate needs to indicate the numbers in parentheses after statements referring to the standards, elements, and indicators of the *Ohio Standards for the Teaching Profession.* (Ex.: 1.1D for Standard 1, Element 1, Indicator D: *Teachers support colleagues' understanding of student development and help other teachers evaluate students for purposes of instructional planning and implementation*.)
- Within narrative E, the candidate needs to refer to the *Ohio Standards for Professional Development 2015* and indicate the relevant numbers and letters of the *Professional Development* standards, elements, and indicators.
- If the narrative for A and E is combined, the respective standards must still be referenced.

To maintain confidentiality and ensure the anonymity of the candidate whose portfolio is being evaluated, the names of individuals, school districts, and school buildings should not be included in narratives or evidence. Photographs, news clippings, and other examples with identifying information should have the names covered or removed. Examples of student work used as evidence should have the students' names removed or covered.

Licensure

Earning the Master Teacher designation is only one step necessary to hold a Senior Professional Educator License or a Lead Professional Educator License. In addition to having the Master Teacher designation, a teacher must also have the additional years of experience and a master's degree or higher from an institution of higher education accredited by a regional accrediting organization.

Requirements for the Senior Professional Educator License

- Master's degree from an institution of higher education that is accredited by a regional accrediting organization or an equivalent accreditation if the degree was completed outside the United States.
- Nine years of experience under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate; and
- Demonstration of effective practice at the *accomplished* or *distinguished* level of performance as defined in the Ohio Standards for the Teaching Profession; specifically, by successful completion of the Master Teacher portfolio and designation as a Master Teacher.

Requirements for the Lead Professional Educator License

- Master's degree from an institution of higher education that is accredited by a regional accrediting organization or an equivalent accreditation if the degree was completed outside the United States.
- Nine years under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate or Senior Professional Educator License; and
- Demonstration of effective practice at the *distinguished* level of performance defined in the Ohio Standards for the Teaching Profession; specifically, by holding active National Board Certification, OR, successful completion of the Master Teacher portfolio with the designation as a Master Teacher, *and* by holding the Teacher Leader Endorsement.

Consistently High-Performing Teacher

Certain educators with professional, lead professional or senior professional teaching licenses may not need to complete additional coursework or equivalent continuing education credits to renew their educator licenses. An educator who meets the State Board of Education's definition of a consistently high-performing teacher is exempt from the requirement to complete any additional coursework for the renewal of a professional educator license for the next renewal cycle.

Each local professional development committee will indicate whether or not an applicant meets the eligibility criteria for the consistently high-performing teacher designation as they review professional licensure renewal requests.

Eligibility criteria

During the current licensure cycle, a consistently high-performing teacher has:

1. Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112, where applicable, for at least four of the past five years; and
2. Met at least one of the following additional criteria for at least three of the past five years:
    - Held a valid senior or lead professional educator license;
    - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state, or higher education level;
    - Served in a leadership role for a national or state professional academic education organization;
    - Served on a state-level committee supporting education; or
    - Received state or national educational recognition or award.

Questions & Additional Information

Questions about the Master Teacher Consortium can be directed to:

Lisa Grant, Director of Curriculum and Instructional Innovation
ESC of Lake Erie West
lgrant@esclakeeriewest.org

Additional information can be found on the ESC of Lake Erie West website under Programs/Master Teacher Consortium or https://www.esclakeeriewest.org/MasterTeacherConsortium.aspx.