



## Presidential Awards for Excellence in Mathematics and Science Teaching Tips Sheet

### Tips for Preparing Application

- Answer all questions related to each dimension.
- Remember that the maximum number of pages/characters is a limit and not a requirement.
- Do not exceed the page/character limit.
- Remember that responses are scored based on a weighted rubric.
- Follow all directions outlined in the application form.
- Have someone proofread and critique the written portion of your application prior to submission.
- Use spellcheck.
- Check the justification of your application if you are pasting text into it from another document.
- Video tips
  - Record a single classroom lesson or experience.
  - Make sure the video supports the narrative portion of the application.
  - Be sure you have continuous, unedited footage.
  - Do not exceed the time limit stated in the application packet.
  - Focus on students' faces and their actions and interactions.
  - Emphasize active learning.
  - Make sure that appropriate safety equipment is used by students and teacher.
  - Capture teacher interactions with students.
  - Assure that any demonstrations allow students an optimal view of the activity.
  - Be aware of your classroom environment. Make sure the room appears to be straightened and that objects such as water bottles are not visible. Discourage students from chewing gum or eating during taping.
  - Encourage the camera operator to use a tripod.
  - Double check the video before submitting it.

If additional information is needed, you may contact the appropriate PAEMST state coordinator using the information below:

PAEMST Coordinator for Math  
Jean May-Brett  
1627 Taylor Street  
Kenner, LA 70062  
Telephone: 504.466.9621  
Email: [jam05@bellsouth.net](mailto:jam05@bellsouth.net)

PAEMST Coordinator for Science  
Jan Graff  
10111 Norris Ferry Road  
Shreveport, LA 71106  
Telephone: 318.798.7980  
Email: [jlgraff@bellsouth.net](mailto:jlgraff@bellsouth.net)

Here are some ideas/suggestions to help with headings/format of a resume.

Use Times New Roman for your font as it is easy for reviewers to read!

Start with size 12 point font.

If you need more than two pages for your resume then try it with size 11 point font and/or change your margins to fit maximum guidelines.

**Name/contact info**

**Education** (degrees/year/university/city/state)

**Teaching Experience** (list the most recent years first and then work backwards. Include grade taught or subject/school/ city/state)

**Professional Development** (list the most recent year first and then tab over for PD listing, distinguish between PD you attend and any you deliver to others)

**Professional Leadership** (list the year and start with most recent and then tab over for name/description)

Include leadership within the school, district, or professional organizations, regional, state or national level, etc

You do not need to include religious or volunteer work unless it directly relates to your profession.

**Awards/Recognition** (year start with most recent and list any grants, (include \$\$\$ what it was for) Awards/or recognition)

**Professional Memberships** (Don't forget your state LATM/LSTA memberships; year....start with most recent/do not use acronyms/spell out)

You do not need to include an objective or teaching philosophy.

Put everything into one of the categories above.

Questions?