

## MASTER TEACHER

### DEFINITION:

A provision that outlines the duties and authority of the school district master teacher committee in order to fairly and objectively designate master teachers within the school district.

NOTE: By law, the criteria for master teacher designation are adopted by the Ohio Educator Standards Board.

### RATIONALE:

Employees must be clear about the designation process of a master teacher, including but not limited to the duties and authority of the master teacher committee, the definition of a master teacher, eligibility criteria and scoring process.

Ohio law requires that each Ohio School District report in EMIS the number of master teachers in each school district and each school building. The Education Standards Board and the Department of Education have determined that the reports will begin the 2008-2009 school year.

### LEGAL REFERENCES:

ORC 121.22 Public meetings – exceptions

ORC 149.43 Availability of public records for inspection and copying.

ORC 3301.0714 Guidelines for statewide Education Management Information System (EMIS)

ORC 3319.22 Standards and requirements for educator licenses – local professional development committees (Develops standards; renewal of educator licenses and develop standards for educator professional development)

ORC 3319.56 Identifying promising practices. (Engaging National Board Certified Teachers and other Master Teachers)

ORC 3319.60 Educator standards board (ESB Established Primary Purpose)

ORC 3319.61 Duties of Board (ESB) (Includes assignment of adopting master teacher criteria)

ORC 4117.08 Matters subject to collective bargaining

### OEA POLICY REFERENCES:

*Draft* Introduction to OEA's Compensation Systems Policy Statement

### EMPLOYER ARGUMENTS:

The employer has the management right to determine whether a master teacher committee will be established and, if so, the composition of the master teacher committee.

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The employer has the ability to identify the school district's master teachers via the employment evaluations.

Since the employer is bound by law to report the number of master teachers they employ as part of their EMIS data, the employer should designate the master teachers.

The law also requires ODE to include on local report cards, the number of master teachers employed by each district and building once data is available. Therefore, the employer should determine the application process for the designation of the master teacher.

Since the number of master teachers is reported on local report cards, all eligible teachers should apply for master teacher designation.

### **UNION ARGUMENTS:**

The composition of the committee is determined through policy set by the Ohio Department of Education and the Educator Standards Board and is to consist of a majority of practicing teachers.

Teacher members shall be selected by the local association.

The master teacher committee should be separate from the LPDC due to the workload and type of work.

The master teacher committee must be afforded release time and compensation (per diem rate is recommended) for the work they are required to carry out.

Master teachers must meet eligibility requirements and are to be identified through criteria adopted by the Educator Standards Board.

Application for master teacher designation must be voluntary.

**MINIMAL STANDARDS**

The minimal “**MASTER TEACHER” COMMITTEE** provision shall contain the following elements:

1. **A section that establishes** a master teacher committee comprised of a majority of teachers and with teacher members appointed by the association.

**NOTE:** *The local association’s constitution and bylaws should contain a section on how committee members are appointed and any other related matters.*

2. **A section that establishes** that the odd-numbered master teacher committee shall consist of a majority of practicing teachers in the local association’s bargaining unit as well as determine its size (minimum of five (5) members).
3. **A section that specifies** the operational procedures by which the committee shall carry out its responsibilities.

Examples of operational responsibilities:

- a. The dissemination of information to members
  - b. Training process
  - c. Application process including timelines
  - d. Review process
  - e. Appeals process
  - f. Reporting process
  - g. Evaluation process
4. **A section that specifies** terms of office (staggered) for master teacher committee members.
  5. **A section that establishes** employment protection for master teacher committee members and master teachers.
  6. **A section that provides** on-going training and compensation (monetary and release time) for master teacher committee members.
  7. **A section that provides** secretarial support and any other support services.
  8. **A section that establishes** an appeals procedure.

**FOUR CORNERS IMPACT: A list of other contract provisions which may have to be modified if the language of Master Teacher is added.**

Association Rights  
Compensation  
Evaluation  
Job Descriptions  
Local Professional Development Committee  
National Board Certification  
Supplemental Contracts  
Work Day  
Work Week  
Work Year  
Workload

**SAMPLE LANGUAGE**  
**MASTER TEACHER COMMITTEE**

**ESTABLISHMENT OF MASTER TEACHER COMMITTEE**

\_\_\_\_\_ A master teacher committee shall be established for the purpose of designating teachers in the building/district as a master teacher.

**SELECTION OF THE MASTER TEACHER COMMITTEE MEMBERS**

\_\_\_\_\_ The master teacher committee shall be comprised of a majority of practicing teachers.

\_\_\_\_\_ The odd-numbered committee shall be comprised of \_\_\_\_\_ members as follows:

\_\_\_\_\_ (number) Teachers appointed by the Association in a manner determined by the Association.

\_\_\_\_\_ (number) Administrators holding Ohio Administrator Licenses

**MASTER TEACHER COMMITTEE OPERATIONAL PROCEDURES**

\_\_\_\_\_ The master teacher committee shall determine the time, location and number of committee meetings.

\_\_\_\_\_ The master teacher committee members shall jointly establish its Plan of Operation for the appropriate designation of a master teacher including but not limited to the application and review processes, the dissemination of general information to local association members, and the appeal procedure.

**TERMS OF OFFICE**

\_\_\_\_\_ The association shall determine the length of the term of office for the local association member serving on the master teacher committee.

\_\_\_\_\_ The term of office for the master teacher committee member shall be \_\_\_\_\_ (number) years.

\_\_\_\_\_ The terms of office for the master teacher committee shall be staggered.

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\_\_\_\_\_ The association shall determine the process for removing a teacher member from office.

\_\_\_\_\_ **EMPLOYEE PROTECTION**

\_\_\_\_\_ Under no circumstances is the involvement in the activities of the master teacher committee to be used for adverse employment decisions by the employer.

\_\_\_\_\_ Nothing in the master teacher committee process shall have an adverse impact on the educator's performance evaluation as established in the collective bargaining agreement.

\_\_\_\_\_ In the event of an in-term vacancy or removal, the teacher member shall be replaced by the association.

\_\_\_\_\_ **TRAINING AND COMPENSATION**

\_\_\_\_\_ As determined by the master teacher committee, the association master teacher committee members shall be provided on-going training by the employer to ensure consistent application of the master teacher criteria.

\_\_\_\_\_ The association master teacher committee members shall be compensated at their respective per diem rate in order to perform their master teacher committee duties.

\_\_\_\_\_ The master teacher members shall be provided release time for any and all work pertaining to master teacher committee duties.

\_\_\_\_\_ **FACILITY, EQUIPMENT AND SUPPORT SERVICES**

\_\_\_\_\_ The master teacher committee shall be provided with adequate and secure space for the safe and secure storage of records, files and any other work and materials requiring storage and/or file space.

\_\_\_\_\_ The master teacher committee shall be provided with the equipment, paper and

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other materials necessary to perform its duties, as specified in the master teacher operating procedures.

\_\_\_\_\_ The master teacher committee shall be provided with secretarial support and any other support services necessary.

\_\_\_\_\_ **MASTER TEACHER COMMITTEE APPEALS PROCEDURE**

\_\_\_\_\_ The master teacher committee shall determine its own appeals procedure.

\_\_\_\_\_ The master teacher committee appeals procedure is not subject to the grievance/arbitration procedure outlined in the collective bargaining agreement.

**NOTE:** *Issues for appeal are limited to procedural matters in master teacher committee appeals process (i.e., did the committee abide by its procedures in reviewing evidence and rendering judgment according to the criteria and standards?).*