



EDUCATORS RISING

There's power in teaching

GENERAL COMPETITION INFORMATION

All students wishing to compete at the Educators Rising National Conference must complete 3 required steps:

- 1** Be a member of Educators Rising with an active profile in the EdRising Virtual Campus.
- 2** Sign up to compete at the national conference and submit any required materials by the deadline. **This is NOT done automatically if you competed at a state or regional conference.** You must do this on the Educators Rising national website per the instructions and links in the Get Active section of the EdRising Virtual Campus for competitions.
- 3** Register to attend the Educators Rising National Conference.

- ▶ All individual competitions are open to Educators Rising members in middle school and high school. (Students may or may not be affiliated with an Educators Rising school program.) All team competitions are open to Educators Rising programs in middle school and high school. *Please note: middle school will compete with high school. They will not have their own division.* Two competitions are open to college-level students. They will compete in their own division.
- ▶ **All competitors must attend the Educators Rising National Conference** on June 21–24, 2018 in Orlando, FL. Competitions will take place on-site at the Educators Rising National Conference on Friday, June 22 and Saturday, June 23, 2018.
- ▶ If a competitor is from a state that holds state competitions they must first qualify in a given event at their state conference before competing in that event at the Educators Rising National Conference. Contact your state/regional coordinator to see if your state offers competitions. Visit bit.ly/EdRisingAffiliates to contact your state/regional coordinator.
- ▶ **In order to be scheduled to compete in a national competition, all competitor applications and required materials must be submitted by 5:00 p.m. (Eastern Time), April 23, 2018.** Each competition will identify what materials are required for submission prior to the competition. Failure to submit required materials by the submission deadline will result in disqualification. **Students who have won state-level competitions also must submit their entries on the national website by the deadline to compete at the national conference. Your state does not do this for you.**
- ▶ For states that offer state-level competitions, the top five places in each competition offered by the state will be eligible to compete at the Educators Rising National Conference; no other entrants

GENERAL COMPETITION INFORMATION CONT.

from states that offer the competition at the state level will be eligible for those state-level-offered competitions. For states that do not offer state-level competitions, students may register to compete in those events at the Educators Rising National Conference. (For example, if you want to compete in Impromptu Speaking but place sixth or lower in your state-level Impromptu Speaking competition — or don't compete in the state level competitions at all — you unfortunately can't compete in Impromptu Speaking at the Educators Rising National Conference this year. If you live in a state that didn't hold an Impromptu Speaking state-level competition, you may register to compete in that event at the Educators Rising National Conference.) This applies to all Educators Rising national competitions.

- ▶ For entries in national competitions, competitors must submit or bring to the event all required materials described in the national competition guidelines. Any material or forms submitted at previous presentations (ex. state competitions) need to be resubmitted for the national competition in order to count in national competitions.
- ▶ All video files that are submitted in advance must be in .mp4 format. Videos that are not in this file format will not be accepted and will be immediately disqualified. Videos will not be accepted by mail. The maximum file size for any video submitted in advance is 2 GB. All competitors should also bring a copy of the video file on a USB drive to the conference. Educators Rising competitions comply with FERPA in regard to student privacy and video security. Competitors are responsible for ensuring that their competition videos comply with local and state requirements regarding student privacy.
- ▶ Except when explicitly specified, the Internet may not be used during a competition presentation at the Educators Rising National Conference. All relevant files and resources should be brought to the competition site on a USB drive. All Prezi files should be download to the USB drive. Internet access may not be available during the competition.
- ▶ Students may enter up to a total of two combined events.
- ▶ Teacher leaders may enter up to two students per school in each individual event and one team for team events. **All team events must have at least two students (and no more than four) per school to qualify.**
- ▶ Competitors must report to their assigned areas on time. Failure to report at their scheduled time can result in disqualification. Competition schedules will be posted in the Virtual Campus prior to the conference. Be sure to check these schedules prior to your arrival.
- ▶ Spectators may not coach or offer any verbal or nonverbal assistance to a contestant during that contestant's assigned time slot with the judges. A breach of this guideline may result in disqualification of the contestant.
- ▶ Spectators may not record any competition without prior consent of the competitors and judges.
- ▶ Competitors are expected to dress in business-casual attire. **(For a detailed explanation of what is and is not permissible as "business casual," see [here: \[humanresources.about.com/od/workrelationships/a/dress_code.htm\]\(https://humanresources.about.com/od/workrelationships/a/dress_code.htm\)](https://humanresources.about.com/od/workrelationships/a/dress_code.htm)**) Points will be deducted from the entrant's score for failure to follow the stated dress code.

GENERAL COMPETITION INFORMATION CONT.

- ▶ Certificates will be awarded to the top 10 entries. Awards will be presented to the top three entries in each category.
- ▶ Entrants grant Phi Delta Kappa International, the sponsoring organization for Educators Rising, the right to use and publish the submission in print, online, or in any media without compensation.
- ▶ Entrants grant Phi Delta Kappa International, the sponsoring organization for Educators Rising, the right to post photos of students for promotional purposes on the Educators Rising website and EdRising Virtual Campus.
- ▶ All source media used for the competition must be cited in competition submissions.
- ▶ All submitted materials must reflect original work from the 2017–2018 school year. Material that may have been created or submitted in previous years is ineligible.
- ▶ Competitors are strongly discouraged from using copyrighted material in their competitive entries. If copyrighted material is used, written permissions must be obtained for the rights to display and present media-related materials at the Educators Rising National Conference and to post media-related materials on the Educators Rising website. All permissions obtained to use copyrighted material must be included with entry submission. (Note: This requirement applies to music used in videos, graphics taken from the web, and other media-related materials. It does not apply to artifacts collected for a project.)



ENTRIES WILL BE SUBMITTED THROUGH THE EDRISING VIRTUAL CAMPUS
(educatorsrising.org/virtualcampus) IN THE GET ACTIVE SECTION.

HAVE ANY QUESTIONS? CALL 800-766-1156 OR EMAIL [INFO@EDUCATORSRISING.ORG](mailto:info@educatorsrising.org).

CHECKLIST FOR APPLYING FOR EDUCATORS RISING NATIONAL COMPETITIONS

Ready to compete at Nationals?

Here is a checklist to help you get prepared, registered, and on the official schedule for Orlando!

SUBMISSIONS OPEN: FEBRUARY 1, 2018 8:00 A.M. EASTERN TIME
DEADLINE TO APPLY FOR ON-SITE SCHEDULING: APRIL 23, 2018 5:00 P.M. EASTERN TIME

- Review the full national competition guidelines and rubric.** Check the Get Active section in the EdRising Virtual Campus. Some processes may be different from your state/regional conference.
- Log in to the EdRising Virtual Campus, go to the Get Active section, and click on the Competitions tab.** Select the competition you are interested in from list. Read the description and then click Apply, which will take you to the national competition online platform on Wizehive.
- Create an account for the national competition online platform on Wizehive.** Follow the link from the competition pages in the Get Active section of the EdRising Virtual Campus to do this. Your EdRising Virtual Campus login will not automatically work on Wizehive.
- Complete the online application, upload any required documents/ videos, and submit.** Depending on your competition, some of these items are judged **before** the conference so make sure they are in their final form. Recommendation: Have someone proofread your documents prior to submitting them. Many points have been lost in past years by competitors who had many spelling, grammar, and mechanics errors in their work.

You must complete and submit the online application by the April 23 deadline in order to be scheduled to compete at the Educators Rising National Conference. Participating at a state or regional conference **does not** provide a pass on completing this process.

- Print and save your confirmation email.** You will need this information when you register for the conference.
- Register to attend the Educators Rising National Conference,** which will take place June 21–24, 2018 in Orlando. All national conference information, including how to register, can be found in the Get Active section of the EdRising Virtual Campus.
- Find out when you are scheduled to compete on-site.** Competition schedules will be posted in the EdRising Virtual Campus on May 21, 2018. After this date, you can log in and go to the Get Active section to find the posted schedules.
- Practice, practice, practice!** The best way to prepare for your on-site competition is to practice in front of your peers. Recommendation: Reread the National Competition Guidelines and Rubric for your competition.
- See you in Orlando!** The top 10 for each competition will be announced at the National Conference Awards Celebration on June 24, 2018 in Orlando. Don't miss your chance to be recognized! Be sure that when you plan your transportation for the conference that you can attend this final celebration.



**EDUCATORS
RISING**
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2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

COMPETITION TYPE: Individual — Closed to spectators

ELIGIBILITY: Educators Rising Middle and High School Students

EDUCATORS RISING STANDARDS:

- ▶ Standard I: Understanding the Profession
- ▶ Standard VII: Engaging in Reflective Practice

Contest Purpose

Successful operation of an education institution requires competent administration. Administrators provide direction, leadership, and day-to-day management of educational activities in schools and other education institutions. The purpose of this competition is to learn more about education administration careers through job shadowing and interviewing a current education administrator. Some common education administration jobs include the following:

- ▶ School Principal
- ▶ Assistant/Vice Principal
- ▶ District Superintendent
- ▶ School District Administrator (Chief Academic Officer, Assistant Superintendent, etc.)
- ▶ Private School Dean
- ▶ College/University Administrator

Contestants will select one education administrator that works within their school district or local college or university and will receive permission from the administrator to job shadow him/her for a total of eight hours. The eight hours are not expected to be consecutive; rather they are accumulated over a period of several days or weeks and occur when the administrator is actively engaged in his/her work.

Contestants will complete and submit when registering for the competition, the following two career-exploration documents:

- ▶ **Administrator's verification form**
- ▶ **Interview form**

Contestants will also create a PowerPoint or Prezi presentation no shorter than five minutes and no longer than seven minutes that will be presented on-site to a panel of judges, followed by a discussion featuring questions from judges.

2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

Competition Guidelines

- A. The administrator's verification form must be completed and submitted online when registering for the competition.
- B. The contestant must conduct a 15-minute interview with the administrator. Contestants will also submit the interview form online when registering for the competition.
- C. All documents must be written in English.
- D. Contestants will deliver a PowerPoint or Prezi presentation no shorter than five minutes and no longer than seven minutes describing their experience and insights into a career in education administration. Competitors should bring their presentation on a USB drive.

- E. Contestants will respond to judges' follow-up questions. The entire presentation and question session will last a total of no more than 15 minutes.

Judging and Scoring

- A. The judges' decisions are final.
- B. Scoring is based on the Exploring Education Administration Careers Competition rubric.



2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

ADMINISTRATOR'S VERIFICATION FORM

This form should be completed by the administrator who participated in the Exploring Education Administration Careers Competition.

The contestant will submit the completed form with the other competition entry documents.

ABOUT THE CONTESTANT

CONTESTANT'S NAME

NAME OF CONTESTANT'S SCHOOL

ABOUT THE ADMINISTRATOR

ADMINISTRATOR'S NAME

ADMINISTRATOR'S JOB TITLE

NAME OF EDUCATION INSTITUTION

TOTAL NUMBER OF JOB SHADOWING HOURS CONTESTANT COMPLETED

DATES DURING WHICH JOB SHADOWING TOOK PLACE

ADMINISTRATOR'S SIGNATURE

DATE



2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

INTERVIEW FORM

This form should be completed by the contestant.

- ▶ The contestant is to conduct a 15-minute interview of the administrator participating in the Exploring Education Administration Careers Competition. The interview can take place before, during, or after the job shadowing experience.
- ▶ The contestant will ask the following five questions and will record the responses in the form below.
- ▶ The contestant will write in three or more additional questions and will record the responses.
- ▶ The completed form must be submitted with the other competition entry documents.

DATE OF INTERVIEW:

TO BE ASKED OF THE EDUCATION ADMINISTRATOR:

1. What kind of preparation did you have for this job?
2. What have you learned since becoming an administrator that you didn't know before you took the job?
3. What is the best part about being an administrator?
4. What is the most challenging aspect of your job?
5. What is your advice to someone considering a career in education administration?



2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

INTERVIEW FORM cont.

Contestant will write in at least three additional interview questions and will record summaries of the administrator's responses.

ADDITIONAL QUESTIONS:

1.

2.

3.

Note: Be prepared at the on-site competition to summarize, reflect on, and draw conclusions from the content of your interview — do not merely repeat the interviewee's words.



**2018 EXPLORING EDUCATION ADMINISTRATION
CAREERS COMPETITION**

SECONDARY LEVEL (MIDDLE & HIGH SCHOOL)

Judges should use this rubric as a guide to assigning points on the Feedback & Tally Sheet.

PRE-SCORED COMPONENTS

Interview Form Content

Points Available	20-16 Accomplished	15-11 Commendable	10-6 Developing	5-1 Needs Improvement
Interview Form Content	The document reflects consistent thoughtfulness and professional-caliber thoroughness. The contestant brings out key insights with clarity and nuanced understanding.	The document reflects focus and a commitment to capturing the interviewee's ideas. More nuance and depth would make the document reflect professional-caliber thoroughness.	The document reflects compliance but little more. More thorough responses on the document would demonstrate deeper understanding of the career being explored.	The document is inconsistent in its thoroughness or professional appearance. Responses may reflect incomplete understanding of the content.

Interview Form Mechanics

Points Available	5	3	0
Interview Form Mechanics	Mechanics — including grammar, spelling, punctuation, capitalization, etc. — are without error.	Mechanics — including grammar, spelling, punctuation, capitalization, etc. — contain one or two errors.	Mechanics — including grammar, spelling, punctuation, capitalization, etc. — contain more than two errors and distract from the content and quality of the work.

COMPONENTS SCORED ON-SITE

Presentation

Points Available	15-13 Accomplished	12-9 Commendable	8-5 Developing	4-1 Needs Improvement
Content of Slides	The content of the slides reflects consistent thoughtfulness and thoroughness. The contestant expertly leverages the visual medium to bring out key insights with clarity.	The content of the slides reflects a commendable commitment to sharing key facts and details of the contestant's experience and research through a basic slide deck.	The content of the slides reflects compliance but minimal insight. The images employed may be basic or not entirely effective at amplifying the contestant's messages.	The content of the slides reflects inconsistent focus and quality. The images or text may distract the audience from the contestant's intended message, or that message may lack focus. Content may be missing, off-topic, or superficial.

2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

SECONDARY LEVEL (MIDDLE & HIGH SCHOOL)

Points Available	15-13 Accomplished	12-9 Commendable	8-5 Developing	4-1 Needs Improvement
Presentation of Slides	The presentation of the slides reflects consistent thoughtfulness and thoroughness. The contestant expertly leverages the medium of a slide deck presentation to bring out key insights with clarity and professionalism. The slides amplify — and never distract from — the clear and substantive messages being communicated.	The presentation of the slides reflects a commitment to sharing key facts and details of the contestant's experience and research. The contestant utilizes a basic slide deck to share information. The presentation could benefit from a small number of tweaks to be consistently professional-caliber.	The presentation of the slides reflects compliance to the guidelines but does not explore the material with sufficient depth to achieve strong impact.	The presentation of the slides reflects incomplete understanding or focus. The presentation may be basic or contain moments that distract from the contestant's messages. Those messages may lack clarity or focus.
Presence	The contestant's sustained eye contact, effective posture, clarity of voice, and professional demeanor, expertly complement the substance of the presentation to deliver maximum possible impact to the listener.	The contestant's mostly sustained eye contact, positive posture, clear voice, and pleasant demeanor complement the content of the speech quite well. The contestant may appear to slip in and out of professional character when beginning and concluding the speech. With further practice, the speaker could develop into an accomplished public contestant.	The contestant's inconsistent eye contact, posture, clarity of voice, or demeanor may reflect a straightforward recital of the material. The contestant could do more to fully capitalize on the added impact possible with a focused, sustained presence.	The contestant displays effort but his/her eye contact, posture, clarity of voice, or demeanor could benefit from significantly more practice and coaching so that the speaker's presence consistently complements the content.
Depth of Analysis	The contestant synthesizes his/her learning from the career exploration experience with skill, clarity, and depth.	The contestant offers good ideas and insight about the career exploration experience but stays primarily at a surface-level for analysis.	The contestant depends significantly on reciting the interviewee's words or provides limited analysis of the career exploration experience.	The presentation offers very little or no insight or quality analysis into the contestant's takeaways from the career exploration experience.

2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

SECONDARY LEVEL (MIDDLE & HIGH SCHOOL)

Points Available	15-13 Accomplished	12-9 Commendable	8-5 Developing	4-1 Needs Improvement
Q&A	The contestant's responses in the Q&A session demonstrated consistent thoughtfulness and professional-caliber insight, rooted in the deep experience of exploring this career path. The contestant displays impressive, professional-level depth of knowledge and understanding given his/her experience and research.	The contestant's responses in the Q&A session demonstrated thoughtfulness and reflected successful attempts to address most of the material posed to him/her. The contestant displays some substantive knowledge and understanding of the selected career based on his/her experience and research.	The contestant's responses in the Q&A session reflected a broad spectrum of levels of quality from answer to answer.	The contestant's responses in the Q&A session reflected limited understanding or misunderstanding of the presentation guidelines, expectations, or the career to be explored.
Overall Impact	The presentation is thoroughly professional caliber in the expert blending of style, substance, and impromptu responses to questions.	The presentation is commendable for its effort and the presenter's desire to take on this challenge. The contestant makes direct, straightforward points that could convey greater impact with guided practice in presentation creation and delivery.	The presentation reflects a developing effort in exploring the selected career. Additional depth or articulating understanding would improve the presentation significantly.	The presentation requires a significant re-examining of the career exploration process undertaken for the competition. Limited depth or misunderstanding hindered the presentation from offering the level of insight that it could.

Length

Points Available	5	0
Length	Initial presentation (before Q&A) is between five and seven minutes.	Initial presentation (before Q&A) is shorter than five minutes or longer than seven minutes.

2018 EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

SECONDARY LEVEL (MIDDLE & HIGH SCHOOL)

Student Name: _____

Student's School, City, State: _____

Organization & Job Title of Student's Interviewee: _____

- ▶ Judges will use the Detailed Scoring Rubric as their guide to score students' competition entries.
- ▶ Points and feedback will be emailed to the student competitors no later than two weeks after the conference.

PRE-SCORED COMPONENTS

Interview Form Content

	Accomplished	Commendable	Developing	Needs Improvement	Score
Interview Form Content	20-16	15-11	10-6	5-1	

Interview Form Mechanics

	Flawless	One to two errors	More than two errors	Score
Interview Form Mechanics	5	3	0	

Interview Form Pre-Score _____ / 25

COMPONENTS SCORED ON-SITE

Presentation

	Accomplished	Commendable	Developing	Needs Improvement	Score
Content of Slides	15-13	12-9	8-5	4-1	
Presentation of Slides	15-13	12-9	8-5	4-1	
Presence	15-13	12-9	8-5	4-1	
Depth of Analysis	15-13	12-9	8-5	4-1	
Q&A	15-13	12-9	8-5	4-1	
Overall Impact	15-13	12-9	8-5	4-1	

Continued

**2018 EXPLORING EDUCATION
ADMINISTRATION CAREERS COMPETITION**

SECONDARY LEVEL (MIDDLE & HIGH SCHOOL)

Length

	Correct Length	Incorrect Length	Score
Length	5	0	

Presentation On-site Score _____ / 95**TOTAL SCORE _____ / 120****FEEDBACK FOR STUDENT:****Write two or more sentences.**