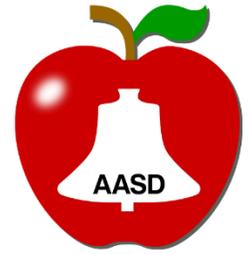


# Educator of the Year Award Selection Process



## Nominations

- Each nomination is to be made on the form designed specifically for this purpose.
- A biographical sketch is to accompany each nomination form containing personal and education background, including graduate and undergraduate preparation and employment history.
- The nominee should describe his or her philosophy of teaching or his or her approach to his or her professional assignment.
- Each nomination should be accompanied by letters of endorsement from students, parents, colleagues, citizens in general, and administrators. Quantity is not the significant measure, but rather there should be a wide range of support demonstrated for the nominee.
- *The completed nomination package shall not exceed fifteen pages.*

The recommended make-up of the package follows:

- Biography 2 pages
- Philosophy 1 - 2 pages

Letters of support:

- From students 2 letters, 2 pages total
- From teachers 2 letters, 2 - 3 pages total
- From community leaders 2 letters, 2 - 3 pages total
- From administrators 2 letters, 2 - 3 pages

The above information should be assembled in a suitable folder or loose-leaf binder, and forwarded as a complete entity to the screening committee. The nomination package should be in an 8 1/2 x 11" format. Do not include photographs as part of the nomination package.

## The Screening Committee

The committee of seven people will review the nominations and select three in each category, elementary and secondary, to be forwarded to the selection committee. The screening committee will consist of two administrators, two teachers, two parents who are not employees of a public school system, and an honor student from one of the high schools. In the event there are not sufficient candidates of a quality considered appropriate for consideration for the award, fewer than three in each classification can be forwarded, or the award would not need to be given that year.

## Selection Committee

The selection committee will be made up of the Assistant Superintendent-School Services, Board of Education President, a community representative or a parent, a teacher, and an honor student from one of the high schools. It shall be the duty of the selection committee to name the winner of each award by choosing from the nominations forwarded by the screening committee. Where there is not unanimous agreement, majority vote shall decide the winner.

## Time Line

Nominations can be made after March 1 each year and must be received in the School Services' office prior to June 15. The selection committee shall complete its task by August 1.