

Appleton Area School District
EDUCATOR OF THE YEAR AWARD
Funded by the Mielke Family Foundation



Nomination Form

Date: _____

Nominee's Name: _____
Last First Middle Initial

Home Address: _____
Street City Zip

Present Assignment: Building(s) _____ Subject/Grade _____

Name of Immediate Supervisor: _____

Please circle appropriate category: Elementary (EC – 6) Secondary (7 – 12)

Person Making Nomination: _____
Student Parent Teacher Administrator Community Member

Where can you be reached? (phone/email) _____

How is the nominee known to you? _____

Please list names of endorsers: (attach letters)

Name	Group Represented or Category of Endorser
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Nominator _____

Signature of Nominee _____

Signature of Immediate Supervisor _____

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Program Description

The Educator of the Year awards have as their purpose the recognition of outstanding contributions to the education program of the Appleton Area School District by a teacher or professional educator from each of the levels, **elementary level (EC – 6)** and **secondary level (7 - 12)**. An ancillary purpose, though equally important, is to increase community awareness of the achievements and accomplishments of the public schools, thus heightening respect for the teaching profession as a whole.

The Awards

There will be one award granted in each category, **elementary** and **secondary**, in **August** of each school year. The winners will be presented their awards at an all staff gathering held at the beginning of the school year or another such suitable occasion or means should this event not be held or we are virtual (preferably not in conjunction with other award ceremonies or graduation exercises).

Each entrant will receive a certificate of recognition and each winner will receive a plaque and an unrestricted cash award of one thousand dollars.

While it is planned to renew these awards yearly, the Mielke Family Foundation may, with proper notice, terminate their sponsorship at any time.

Considerations for Selection

Nominees will be judged primarily on the significance of their contribution to the well-being of the educational community, and on the impact of their contributions upon others. Considerations of the selection committee will include:

1. Has the nominee provided unique service or achieved above and beyond what is expected in the usual school assignment?
2. In what ways has the nominee beneficially affected each or any of the following areas: curriculum, staff morale, community relations, student interest, or individual or group achievements?
3. What positive changes have resulted from the nominee's instructional leadership?
4. Are there specific achievements or accomplishments of students that can be traced to the nominee's influence?
5. Will the nomination be concurred by representatives of other school and community groups?

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The Selection Process

I. Nominations

- A. Each nomination is to be made on the form designed specifically for this purpose.
- B. A Biographical Sketch is to accompany each nomination form containing personal and education background, including graduate and undergraduate preparation and employment history.
- C. The nominee should describe his or her Philosophy of Teaching or his or her approach to his or her professional assignment.
- D. Each nomination should be accompanied by letters of endorsement from students, teachers/colleagues, community members/parents, and administrators. Quantity is not the significant measure, but rather there should be a wide range of support demonstrated for the nominee.
- E. The completed nomination package shall not exceed fifteen pages.

The recommended make-up of the package follows:

- ✓ Biographical Sketch 2 pages
- ✓ Philosophy of Teaching 1 - 2 pages
- ✓ Letters of endorsement:
 - From students 2 letters, 2 pages total
 - From teachers/colleagues 2 letters, 2 - 3 pages total
 - From community members/parents 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 delivered as a complete entity to the Screening Committee (via the Scullen Leadership Center), on or before June 15. The nomination package should be in an 8½ x 11" format. Do not include photographs as part of the nomination package.

II. The Screening Committee

The Screening Committee of seven people will review the nominations and select three for 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 is not a sufficient number of quality candidates for consideration of the award, fewer than three in each classification can be forwarded on, or the award would not be given that year.

III. Selection Committee

The Selection Committee will be overseen by the Assistant Superintendent/School Services. The Selection Committee will consist of the Board of Education President, a community member and/or a parent, a teacher, and an honor student from one of the high schools. The Selection Committee process will be facilitated by an AASD School Principal. 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.

IV. Timeline

Nominations can be made after **March 1** each year and must be received in the School Services office by **June 15**. The Selection Committee shall complete its task by **August 1**.