
TEACHER OF THE YEAR NOMINATION PACKET GUIDELINES

Complete each section of the nomination package template using the guidelines below.
Submit by **midnight Wednesday, January 7, 2026.**

**The nomination package must include the following materials arranged in the order listed below:
(Use Times Roman 12 pt font.)**

1. **Completed nomination form.** Signatures must be **original, ink signatures**. No digital signatures will be accepted. *Scan the nomination form and email it as a pdf.*
2. **References:** A maximum of five statements of support, one of which must be from a professional educator. Each statement should be no more than **800 words** in length. **Each statement of support must have an original, ink signature; no digital signatures will be accepted.** Each statement of support should include compelling information that showcases the teacher's excellent qualities that distinguish them. Include specific examples of the teacher's unique qualities, influence, characteristics, talents and skills that make them an exemplary educator. *Scan the letters of support and email them as individual or one combined pdf.*

The remaining packet components (Resume, Biography and Nomination Criteria Essay) should be combined in one WORD file and PDF file and emailed with the other nomination materials. All nomination packet materials must be emailed to:
Juliann_Dibble@hcpss.org

3. **Resume:** The resume should include:
 - **Educational background** - including degrees earned, certificates earned, majors and universities/colleges attended, dates of attendance
 - **Complete work history** - including previous positions held and dates worked
 - **Honors received** and/or other significant achievements
 - **Leadership experiences**
 - **Membership and involvement in professional organizations**
 - **Other experiences** the candidate has that go above and beyond job expectations and responsibilities such as:
 - Leading professional learning for educators
 - Leading/presenting to community members/ families
 - Community projects, charity work and/or contributions to the education profession
 - Personal projects or initiatives that contribute positively to the staff, students and/or community
 - Organizing and leading student clubs and activities beyond the school day
4. **Biography:** A **200-word** biography written to highlight the nominee's professional accomplishments.
 - How has the teacher shown leadership among peers and in the school community?
 - In what ways has the teacher positively impacted the lives of students?

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- What does the teacher do to engage and partner with families?
 - How does the teacher contribute to the teaching profession?
5. **Essay addressing the Nomination Criteria:** A description of how the nominee demonstrates **each of the five** nomination criteria. Include specific examples of the teacher's practice for each criteria. (up to **400 words** for each criteria). Nomination Criteria:
- **Inspire Learning:** Instill in students a desire to learn and achieve.
 - **Encourage Individual Growth:** Understand the individual needs of students, encourage their talents and foster their self-esteem.
 - **Demonstrate Subject Matter Expertise:** Showcase a thorough knowledge of subject matter and the ability to share it effectively with students.
 - **Foster Collaboration:** Proactively facilitate cooperative relationships with their colleagues, students and the community.
 - **Lead by Example:** Demonstrate outstanding leadership.
6. **Photo:** One vertical color photograph. Headshot only. The image must be a JPG file, and at least 2 MB (see file details to check).

The packet components may be emailed to Juliann_Dibble@hcpss.org as one WORD document along with nomination pdf form. Other photos and graphics may also be included.

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received **by midnight on Wednesday, January 7, 2025**. Nomination packets received after the deadline will not be considered.

Where to Submit

Nomination packets must be emailed to Juliann Dibble, in the Division of Equity and Innovation at Juliann_Dibble@hcpss.org, subject line: Howard County Teacher of the Year.

ADDITIONAL INFORMATION

- ❖ Nominations may be submitted by teachers, students, former students, parents, administrators or the general public. Teachers may not nominate themselves. Nominators should work with school and community members to create a strong application package.
- ❖ HCPSS staff may access information about the nomination package on Canvas at:
<https://hcpss.instructure.com/courses/98063>
- ❖ A HCPSS Selection Committee will review all nominations and recommend finalists. The Selection Committee may consist of past recipients, school administrators, Central Office administrators and/or staff. A group of finalists will be observed in the classroom and interviewed by the Director of Teacher and Paraprofessional Development and the Chief of Equity and Innovation. As a result of the observations and interviews, two to three finalists will be interviewed by the Superintendent who will select one teacher to represent Howard County for the Washington Post Teacher of the Year Award and one teacher to represent Howard County for the Maryland Teacher of the Year Award.
- ❖ HCPSS will publicly announce its Principal of the Year and Teacher of the Year once announcement embargoes have been lifted. Announcements will be done via press release and posted on the HCPSS website and social media accounts.
- ❖ Please email Juliann Dibble at Juliann_Dibble@hcpss.org with questions about this award or the nomination process.