
**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
TEACHER OF THE YEAR AWARD**

2020 NOMINATION FORM

**EMAIL THIS FORM ALONG WITH ALL PACKET REQUIREMENTS
TO JULIANN_DIBBLE@HCPSS.ORG BY MIDNIGHT JANUARY 6TH, 2020.**

The Teacher of the Year Award seeks to recognize excellence in teaching, to encourage creative and quality instruction, and to contribute in a substantive way to the improvement of education.

Name of Nominee: _____

Position Title: _____ Grade level: _____

School: _____

Nominator(s): _____

Nominations may be submitted by teachers, administrators, students, former students, parents or the general public. Teachers may not nominate themselves.

Email Address of the Nominator(s): _____

Phone Number of the Nominator(s): _____

Principal's Signature: _____

ELIGIBILITY CHECKLIST

The nominee:

- _____ Is a current full-time teacher in pre-kindergarten through grade 12 in the Howard County Public School System (HCPSS).
- _____ Has at least five full years of teaching experience, including three or more years in the HCPSS (i.e., started career as teacher no later than Fall 2014, and at HCPSS no later than Fall 2016).
- _____ Will maintain a teaching position throughout the 2020-2021 school year.
- _____ Is not a previous recipient of this award. *(Previous nominees who did not win may be re-nominated.)*
- _____ If selected as the Howard County Teacher of the Year recipient for 2020, recipient agrees to accept the role and fulfill the obligations of the Howard County Teacher of the Year.

NOMINATION PACKAGE

The nomination package must include the following materials arranged in the order listed below:

1. **Statements of Support:** A minimum of four (maximum of five) statements of support, one of which must be from a professional educator. The statements of support should address as many of the five nomination criteria listed below as possible along with other compelling information that showcases the teacher's excellent qualities.
2. **Career summary:** The summary should include:
 - ❖ Complete work history – including previous positions held and dates worked
 - ❖ Educational background – including degrees earned, majors and universities/colleges attended
 - ❖ Honors received and/or other significant achievements
3. **Biography:** A 200-word biography written to highlight the nominee's professional accomplishments.
4. **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. (400 words)
Nominees must be teachers who:
 - ❖ Instill in students a desire to learn and achieve
 - ❖ Understand the individual needs of students, encourage their talents and foster their self-esteem
 - ❖ Demonstrate a thorough knowledge of subject matter and the ability to share it effectively with students
 - ❖ Foster cooperative relationships with their colleagues and the community
 - ❖ Demonstrate outstanding leadership.
5. **Photo:** One vertical color photograph. Headshot only. The image must be a JPG file, and at least 2 MB.

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received **by 11:59 p.m. on Monday, January 6, 2020**. 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 Human Resources and Professional Development 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 resources for completing 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 Human Resources and Professional Development. 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 contact Juliann Dibble at Juliann_Dibble@hcpss.org or 410.313.7337 with questions about this award or the nomination process.