



West Central Teacher of the Year Nomination Form 2022-2023

Nomination Deadline
4:00pm on February 10th, 2023

Revised December 19, 2022

Teacher of the Year

Outstanding Classroom Teacher Recognition Program

The Selection Process

The Teacher of the Year designation will alternate yearly between the following categories of teachers:

2022-2023	Teacher in a Specialty Area	Grades EC-12
2023-2024	Elementary Core Teacher	Grades JK-5
2024-2025	Secondary Core Teacher	Grades 6-12

Students, former students, parents, colleagues, administrators, or members of the general public may nominate teachers. An impartial selection committee comprised of the former teacher of the year, one representative from each area (Elementary, Secondary, and Early Childhood- grade 12 Specialty Teacher), an administrator, and the superintendent selects the *Teacher of the Year* from those nominated through a screening process using specific criteria.

This year's *Teacher of the Year* will be announced on Saturday, March 4th, 2023 at the WCEF event. The *Teacher of the Year* will receive gifts from the Hartford/Humboldt communities (TBD).

The Nomination Process

Nomination forms are available on the school district website (www.westcentral.k12.sd.us) and all West Central school buildings, and the Administration Office. All nominations must be returned by February 10th, with all supporting materials and documentation, to

West Central Administration Office
Teacher of the Year Selection Committee
PO Box 730, 705 East Second Street
Hartford, SD 57033

The nominator must secure permission of the nominee to enter his/her name for consideration. The nominated teacher must also submit a portion of the nomination form and meet the eligibility requirements outlined below.

If we receive one completed nomination form for a particular teacher, that teacher is considered "nominated" and will be considered for selection for *Teacher of the Year*. The number of nominations received for any teacher has little relevance in the selection process with the first such nomination being considered the governing nomination.

We prefer that nominations be typed or reproduced on a computer or word processor, but we will accept (without prejudice) neatly printed applications. Do not use more space than is

permitted by the word limit. Please provide to the selection committee a thoroughly completed nomination packet; incomplete nominations will not be considered after the nomination deadline. Use specific examples whenever possible in describing the teacher's contributions in each criterion.

The Eligibility Requirements for Nominees

- Teachers who may be nominated for the 2022-2023 Teacher of the Year award are Grade K through Grade 12 teachers in specialty areas (ex. Special Education, fine arts, physical education, etc.).
- Nominees must be contracted teachers with a minimum of **3 years** of teaching experience in the West Central School District, and must be currently teaching in the West Central School District.
- Additionally, the teacher should possess and demonstrate consistently:
 - The ability to create a love of learning in students of all abilities and backgrounds.
 - High expectations for all students.
 - A strong sense of values, integrity and professional ethics.
 - The ability to learn and experiment with new ideas in order to expand their professional knowledge base.
 - Strong human relations/strong cooperative skills with students, parents, colleagues, administration, and the West Central communities.
 - Knowledge of subject and curriculum content, of student growth and development, or instruction and assessment.
 - Clear understanding of their beliefs and practices.
 - Strong communication skills.
 - Energy, enthusiasm, a positive attitude, and dependability.
 - Commitment to community service.

Timeline for Teacher of the Year

- **February 10, 2023** - Nominations due to the District Administration office
- **February 14, 2023** - Selection Committee meets to review forms, observe classrooms (if needed), and select Teacher of the Year
- **Week of February 27, 2023** - Teacher of the Year announced
- **March 1, 2023** - Deadline for District to submit District TOY to State
- Regional application due to the state Office of Education **March 30th, 2023**

Teacher of the Year Nomination Checklist

- _____ Gain permission from the nominee (Nominator contact)
- _____ Complete **Nominator Form A and B.**
- _____ Contact one staff member for the **Supporting Statement from Fellow Teacher Form C** (Nominee contact).
- _____ Obtain one Supporting Statement from the building administrator **Building Administrator Support Form D** (Nominee contact).
- _____ Obtain one supporting statement from a parent or student **Parent/Student Support Form E** (Nominee contact).
- _____ Nominee completes philosophy on **Teacher of the Year Philosophy Form F.**
- _____ Nominee completes project or initiative using **Teacher of the Year Project or Initiative Form G.**
- _____ Nominee completes **Professional Summary Form H**

****All completed forms need to be sent to the District Administration Office.****

Nominator Form A (page 1 of 2)

To be completed by the person nominating the teacher

Name of Teacher Nominee:

Teaching Position:

Nominee's School:

What Category? (Check One)

Elementary (K-5) NA Secondary (6-12) NA Specialty Area Teacher (K-12)

Nominator:

Nominator's address:

Nominator's Phone:

Nominator's Email:

Relationship to Nominee: (Check One)

Fellow Teacher Former Student Current Student
 Parent of Student Administrator Other _____
Specify

Nominator Form B (page 2 of 2)

To be completed by the person nominating the teacher.

Nominee's Name:

Briefly explain why you're nominating this teacher (250 words or less).

Supporting Statement from Fellow Teacher Form C

(Submit only one supporting statement from a fellow teacher.)

This support statement should be written by a fellow teacher or colleague of the nominated teacher.

Nominee's Name:

Teacher/colleague writing statement of support:

Please type the statement of support below. (250 words or less)

Building Administrator Support Form D

(Submit only one supporting statement from a building administrator.)

This support statement should be written by a school administrator in the West Central School District who has worked with this teacher in a supervisory capacity.

Name of Nominee:

Name of Administrator:

Please type the statement of support below. (250 words or less)

Parent/Student Support Form E

(Submit only one supporting statement from a parent/student.)

To be completed by a parent or student. Please answer the following question in as much detail as possible in support of your nominee. Please attempt to provide examples where appropriate.

Name of Nominee:

Name of person writing supporting statement:

How has the nominee positively affected you or your daughter/son? (250 words or less)

Teacher of the Year Philosophy Form F

To be completed by the Teacher of the Year nominee

Nominee's Name:

Please share briefly your personal educational philosophy and how that philosophy is demonstrated in your work. Describe the rewards you find in your role as an educator. (500 words or less)

Teacher of the Year Project or Initiative Form G

To be completed by the Teacher of the Year nominee

Describe a project or initiative that you have been involved in. What was your role, and how did this contribute to the overall school culture?

(500 words or less)

Professional Summary Form H

To be completed by the Teacher of the Year Nominee.

Nominee's Name:

Positions Held	Schools	Grades/Subjects Taught	Dates

Highlights or honors received during educational career:

Activities and Involvement in your community:

Professional Development and Organizations: