



Outstanding Educator Award Criteria & Nomination Form

We encourage schools and communities to nominate individuals who exemplify the qualities of an outstanding educator. To aid in the effectiveness of nomination packets, please take note of the expectations outlined by the Outstanding Educator review team:

- For optimal organization, select one coordinator to manage the nomination process.
- Verify that the nominee has at least five years' experience and has not been a past award recipient.
- Include a letter of nomination by the nominee's supervisor and/or superintendent.
- Gather supporting documents from students, parents, and/or other supporters.

A nomination coordinator can gather as much documented support as desired, but is limited to submitting only 5 quality documents for the application process. The review team is dedicated to assessing *all* nomination materials; however, quality is more valuable than quantity which can hinder an equitable review. Please select only letters that best focus on the award criteria below.

Nomination and support letters will ideally contain evidence and examples of the following criteria:

Teachers

- Promotion of excellence in classroom
- Classroom management skills
- Student/parent relationships that improve learning
- Improvement in student learning
- Leadership within building and region
- Progressive professional learning
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

Supporting Staff

- Support students' ability to learn
- Evidence of commitment to the quality of the educational system
 - Progressive professional learning
- Evidence of leadership with quality service to school and community
- Evidence of teamwork and communication skills
- Promotes excellence in school setting
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

Administrators

- Student/parent/staff/community relationships that improve learning
- Demonstration of concrete improvements
- Leadership within buildings and region
- Progressive professional learning
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

We hope these suggestions inspire you to participate in the Outstanding Educator nomination process. Please feel free to share this information and encourage others in the region to submit nominations. The more nominations received, the more rewarding the process is for all.



2019 Outstanding Educator Award Program NOMINATION FORM

INDIVIDUAL: _____
SCHOOL DISTRICT: _____ POSITION: _____
E-MAIL ADDRESS: _____
SCHOOL NAME: _____

COUNTY (select one): Antrim Benzie Grand Traverse Kalkaska Leelanau

CATEGORY & CRITERIA * (Check one).

Administrator

- Student/parent/staff/community relationships that improve learning
- Demonstration of concrete improvements
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Teacher

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Supporting Staff

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Nomination and support letters will ideally contain evidence and examples of the above criteria. Nominees require a minimum of five years' experience and demonstrate exceptional service to the educational process. Each nomination should be accompanied with a letter of support from the nominee's A.) supervisor, B.) current or past students, C.) coworkers AND D.) parents and community members (if appropriate).
I nominate this individual for an Outstanding Educator Award for meeting the above criteria.

Your Name: _____ Phone#: _____

Email: _____

How do you know the nominee? _____

(Please attach additional narrative to fully describe why this individual should be honored)

Nomination Deadline: April 16, 2019

Awards Ceremony: Wednesday, May 29, 2019 – City Opera House at 7:00 p.m.

Please return the attached form and supporting documentation to:

Traverse Bay Area Intermediate School District

Attn: Outstanding Educator Review Committee

1101 Red Drive

Traverse City, MI 49684

Fax (231) 922-7821 or e-mail hjewell@tbaisd.org

by April 16, 2019

For more information about the Outstanding Educator Award, go to the [Traverse Bay Area Intermediate School District website](#).