

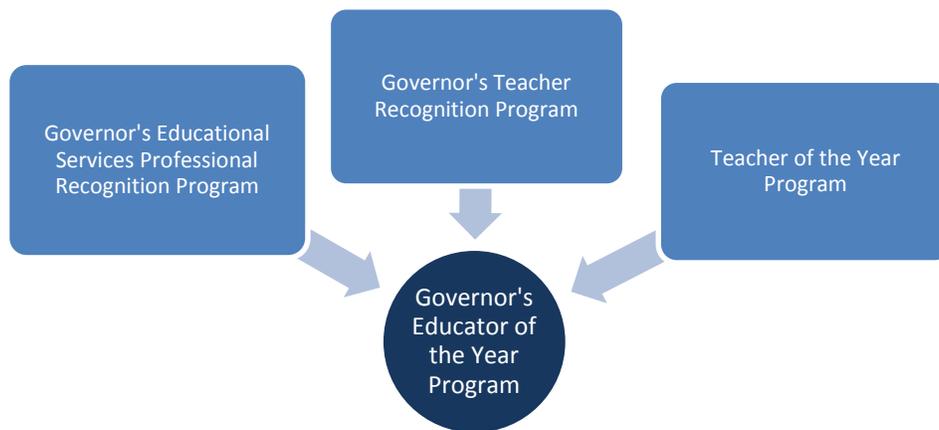


## NEW JERSEY DEPARTMENT OF EDUCATION 2016-17 GOVERNOR'S EDUCATOR OF THE YEAR PROGRAM

### *School-Level Nomination Packet*

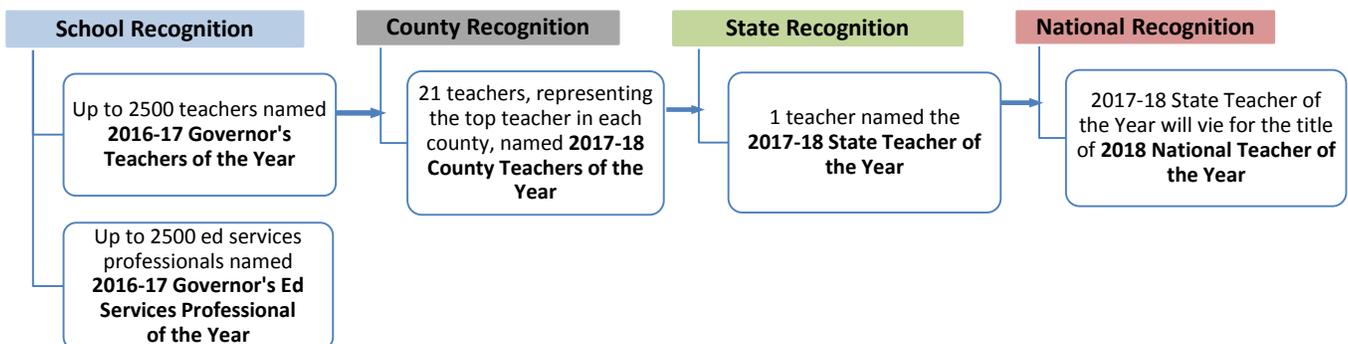
#### **Introduction**

The New Jersey Department of Education is pleased to announce the second iteration of the Governor's Educator of the Year Award. This celebratory program integrates the Teacher of the Year Program with the Governor's Teacher/Educational Services Professional Recognition Program to continue to recognize our state's best teachers and educational services professionals.



#### **Levels of Recognition**

**Please reach out to every New Jersey principal to encourage them to recognize one Effective or Highly-Effective teacher and educational services professional as a Governor's Teacher of the Year and Governor's Ed Services Professional of the Year, respectively.** Each Governor's Teacher of the Year can vie for the chance to compete for county, state and national recognition. The County Offices of Education should award all school-level recipients state award certificates. *Note: In order to streamline and improve the selection process for the county-level award, there is no longer a district-level competition.*



## The School-Level Selection Process

To select your two (2) school-level award winners, principals should:

1. **Solicit nominations from the school community** for teacher and educational services professional awardees using the required nomination form (see Appendix A for the *Nomination Form*) and ensuring nominations are made without regard to race, color, religion, sex national origin, age or handicap. **Note: Please specify a deadline on the nomination form for them to be returned to allow enough time for the panel to meet & score the candidates prior to the deadline. If you followed this process in the spring of 2016 and selected your 2016-17 eligible recipients, please consider registering them in the GEOY online form by January 6, 2017 so that they may receive an official state certificate.**
2. **Verify that nominees are eligible** (see eligibility criteria listed on next page)
3. **Form a selection committee**; Principals should form a committee that consists of at least four people who represent a cross-section of administrators, teachers, staff, parents and local education association representatives; Note: The School Improvement Panel (ScIP) may be used as the selection committee if it's membership meets the above criteria
4. **Have the selection committee score nominees and select the highest scoring teacher and educational services professional** using the required scoring form (see Appendix B for *Nomination Form Scoring Guide*)
5. **Register two school-level award winners in the online form on or before January 6, 2017** (see Appendix C for *Online Form Instructions*)
  - Obtain a **school-level user account** from Homeroom Administrator (formerly WUA)
  - Click on GEOY on NJDOE's Homeroom website at <http://homeroom.state.nj.us/>
  - Use school-level account information to log-on to the GEOY online form and then enter the required information into the form and then hit the "submit" button
  - *For the teacher award winner only*: Print the page with the GEOY ID Code and share with your teacher award winner; they will need this info to compete for county-level award
  - *Note*: GEOY online form will automatically generate a state awards certificate for your two school-level winners, which will be given out by the County Office of Education
6. **Notify the nominee(s) that they won** as the GEOY system does not send an automatically generated email to inform them of their status.
7. **Encourage your TEACHER award winner to submit a county-level application to the district superintendent on or before 4pm on January 27, 2017**:
  - Provide the teacher with a completed *School Information Form* (see Appendix D for *School Information Form*)
  - Ask the teacher to submit the *School Information Form* and 1 original plus 5 copies of the completed *County Teacher of the Year Application* (see Appendix E for the *County Teacher of the Year Application*) to the District Superintendent for verification of completeness before signing and **submitting to county office by February 17, 2017** (*Note: please make sure original application and all copies are signed before submitting to county office*).

## Eligibility Criteria

Any educators nominated for this award must **meet all of the following requirements:**

- Be an **exceptionally skilled and dedicated licensed classroom teacher** (pre-K through grade 12 in a public or charter school) where teaching is the primary responsibility rather than administrative or supervisory responsibilities **or educational services professional** (see below for list of eligible certification areas)
- Must have achieved a 2015-16 **summative rating of at least Effective**; If the teacher or educational services professional has not received a 2015-16 summative rating at the time of application, then their practice rating should be at least Effective or the equivalent
- Be a dedicated and skilled leader who **anticipates actively continuing in his/her teaching career for at least five (5) more years**
- **Be an expert in the field who inspires students of all backgrounds and abilities to learn**
- **Actively collaborates with colleagues, students, and families to create a strong culture of respect and success**
- Demonstrate **leadership and innovation in educational activities** at the school, district, and/or state and national level that take place both within or outside the school setting
- Have the **respect and admiration of students, parents, and colleagues**
- Demonstrate **poise, eloquence, and the ability to maintain a demanding schedule**
- Have **not earned the title of school-level Teacher of the Year or Educational Services Professional of the Year for the past five (5) years**

## Eligible Enrollment Areas for Educational Services Professionals and Others as Listed

In order to compete for the Governor's Educational Services Professional of the Year nominees must be classified as:

- Anti-Bullying Specialist
- Associate School Library Media Specialist
- Athletic Trainer
- Basic Skills Teacher
- Behavior Specialist
- Cooperative Education Coordinator
- Cooperative Education Coordinator / Hazardous Occupations
- Director of School Counseling Services / Child Study Team
- Educational Interpreter (Cued Speech Transliteration, Oral Interpreting, Sign Language Interpreting)
- Guidance/School Counselor
- Learning Disabilities Teacher-Consultant
- Mathematics Specialist / Mathematics Coach
- Library Media Specialist
- Paraprofessional (*Instructional*)
- Reading Specialist / Reading Coach
- School Nurse (Instructional and Non-Instructional)
- School Occupational Therapist
- School Physical Therapist
- School Psychologist
- School Social Worker
- Speech-Language Specialist
- Student Assistance Coordinator

### **Next Steps and Dates to Remember** (see Appendix F for *Program Timeline*)

- **Now until Early January** Principals solicit nominations, form selection committee and select two school-level winners (one teacher and one educational services professional)
- **By January 6, 2017:** Principals register winners [online \(http://homeroom.state.nj.us\)](http://homeroom.state.nj.us)
- **By 4 pm on January 27, 2017:** Governor's Teacher of the Year submits County Teacher of the Year application (1 original plus 5 copies) and School Information Form to District Superintendent
- **By 4 pm on February 17, 2017:** District Superintendents mails one district packet (county applications and School Information Forms) to County Office of Education after verification process is complete
- **By May 1, 2017:** NJDOE will provide certificates to County Offices of Education for distribution
- **May 5, 2017:** All county-level applicants notified their status
- **May 8, 2017:** County winners invited to compete for state-level award
- **May 16, 2017:** County winners participate in County Teacher of the Year webinar
- **June 2, 2017:** County winners submit video to compete for state-level award
- **August 16, 2017:** County winners attend Orientation Awards Ceremony
- **October 4, 2017:** State winner announced and invited to apply for National Teacher of the Year

### **Questions and Additional Information**

- Electronic copies of all forms and instructions can be found at:  
<http://www.state.nj.us/education/educators/rpr/recognition/educators/geoy/>
- If you have any questions please reach out to Nancy Besant, Recognition Programs Coordinator at the New Jersey Department of Education, at [nancy.besant@doe.state.nj.us](mailto:nancy.besant@doe.state.nj.us)