



MEMORANDUM

TO: Dewey Ray, Nicole Stephens, Vikki Wismer, and Dr. Angel Grant
FROM: Kimberly D. Bracy, Executive Assistant/Clerk of the Board
SUBJECT: 2023 Teacher of the Year Program
DATE: Process March 1, 2023

Please find below the timeline for 2023 Teacher of the Year Program. Documents related to the selection process are enclosed with this memo.

- **March 13 - 31, 2023 :** Campus/Program Selection Committee TOY process (Attachment A) is conducted.
- **April 3, 2023:** Campus/Program Selection Committee will submit three nominees to Principals/Directors.
- **April 10 - 14, 2023:** Principals/Directors will complete recommendation form (Attachment B). *Please note: form to be maintained at the school*
- **April 17, 2023:** Principals/Directors will submit Acknowledgment Statement (Attachment C) and final TOY nominee's application to Human Resources for clearance.
- **April 24 - 28, 2023:** Principals/Directors will announce their confirmed Teacher of the Year representative.
- **May 17, 2023:** New Horizons Teacher of the Year Banquet
Marriott City Center, Newport News, Virginia
6:00 p.m

Please contact Kimberly D. Bracy, Executive Assistant/Clerk of the Board, at kimberly.bracy@nhrec.org or (757) 766-0000 if you have any questions.



SELECTION PROCESS FOR TEACHER OF THE YEAR (TOY)

The following describes the process to be used in selecting the Teacher of the Year for each program.

School Selection Process

1. Using the established criteria found on “**Criteria for Selecting a Teacher of the Year in a School**” form, any certified staff member may nominate a colleague for Teacher of the Year. Nominees must meet the following requirements:
 - a. Hold Collegiate Professional License, CTE Technical Professional License, or Post-Graduate Professional License.
 - b. Be a current full-time teacher, reading and/or math specialist, behavior specialist, recreational therapist, or speech language pathologist.
 - c. Have at least three (3) years of successful teaching experience at NHREC.
 - d. No Administrative/Teacher Improvement actions within the past five (5) years.
2. Each program will organize a Campus/Program Teacher of the Year selection committee. The committee should be comprised of a designated chairperson (Assistant Principal or Program Coordinator) the previous year’s TOY (if applicable), as well as, representation from the Staff Advisory Council and should be formed **before** the Teacher of the Year nominations are submitted. **Teacher of the Year candidates are not eligible to serve on the selection committee.**
3. After the deadline (established by your program) for submitting nominations has been reached, the program administrator should inform each eligible, certified staff member of his/her nomination. The nominee will then choose to participate or not to participate. Individuals who agree to participate should understand that such an agreement is intended to indicate their willingness to complete all required forms and compete through the national level of competition, if so chosen.
4. Teachers who accept their nominations for Teacher of the Year must complete the **NHREC Teacher of the Year Application Form** for review by the school selection committee.



5. Principals/Directors should ensure the removal of names and/or subjects on all applications before submitting them to the chairperson of the school selection committee.
6. The chairperson will convene the Campus/Program Committee which will review all applications. These applications should be scored blindly (without name and/or subject-taught of each nominee). Each applicant will be given an alpha letter or number in place of their name and subject. Nominees will be scored and ranked according to the categories that correspond with the application (see attachment A). The top three (3) choices will then be submitted to the principal/director. The principal/director will review the names of the three (3) finalists and will provide their recommendation (see attachment B).
7. Each principal/director will be responsible for ensuring that their final selection has met all criteria within the program's selection process and will sign the attached statement that indicates such (see attachment C). The principal/director will submit the final selection to the Executive Director, and Executive Assistant for review. Once approved through Human Resources, the selected Teacher of the Year should be announced by the principal/director to all building staff between **April 24-28, 2023**.
8. The name of the program's Teacher of the Year, along with the TOY application materials and the principal/director statement of authorization should be submitted to the Human Resources (Ms. Ciwaka Johnson, Human Resource Specialist).
9. Please note that the overall quality and appearance of applications is important. **Please ensure that applications are typed.**
10. The principal/director will keep all TOY materials on file, at the building level, for a minimum of one calendar year.

Organization-wide Selection Process

1. The Executive Assistant/Clerk of the Board will serve as the facilitator for the selection committee consisting of New Horizons Educational Foundation Board Members.
2. The selection committee will select the finalist based on a blind review of applications and video interviews.
3. Following the completion of the application review, the NHREC Teacher of the Year will be selected by selection committee.
4. Appropriate recognition will be given to the NHREC Teacher of the Year and to all NHREC Teacher of the Year candidates.



CRITERIA FOR SELECTING A TEACHER OF THE YEAR

The following criteria should be used in suggesting or nominating candidates for Teacher of the Year in a respective New Horizons Program. These criteria should be made available to all certified staff members; any certified staff member may nominate a colleague whom they desire to be considered for teacher of the year in a respective school.

Please list the name of your nominee at the bottom of this page and submit the name directly to your Principal/Director.

CRITERIA

Instructional Effectiveness

- Demonstrates knowledge of subject matter
- Maintains an atmosphere of mutual respect and courtesy in the classroom
- Organizes classroom and provides effective learning activities
- Provides for individual differences
- Uses "best practices" teaching methods
- Is generally viewed as a very effective teacher

Interpersonal Relations

- Is sensitive to, and considerate of students, parents and staff
- Establishes and maintains rapport with students, parents and staff and communications effectively with all stakeholders.

Community/School Involvement

- Cooperated willingly for the benefit of the program
- Participates in community activities
- Serves on school or community-related committees

Professional Development

- Pursues professional advancement (courses, graduate study, etc.)
- Assumes leadership in professional organizations
- Participates in staff development within the school division

Nominee: _____

Nominated By (optional): _____

TOY Committee Member's Name _____

Directions: Please use the application to assist in scoring each applicant in the categories listed below. An alpha letter or number should be used to identify each applicant.

Applicant <i>(Identifier only)</i>	Professional Development	Community Involvement	Philosophy	Trends	Best Practices	Total

Professional Development - (15pts)

Pursues professional advancement (courses, graduate study, etc.)
Assumes leadership in professional organizations
Participates in staff development within the school division

Community Involvement- (5pts)

Serves on community-related committees
Engages in community activities (church, civic, etc.)

Philosophy of Teaching (essay)-(40pts)

Did the applicant completely answer the question?
Did the applicant remain on topic?
Was proper grammar used?

Education Trends and Issues (essay)-(25pts)

Did the applicant completely answer the question?
Did the applicant remain on topic?
Was proper grammar used?

Best Practices – (15pts)

Did the applicant completely answer the question?
Did the applicant identify educational best practices?
Was proper grammar used?

Teacher of the Year:

- 1 _____ (nominee)
- 2 _____ (1st runner-up)
- 3 _____ (2nd runner-up)

(Principal/Director)

Directions: Please place an (X) beside the corresponding recommendation.

Applicant Name	Highly Recommend	Recommend	Recommend with Reservation	Do Not Recommend

Criteria to consider:

- Is sensitive to, and considerate of students, parents and staff.
- Establishes and maintains rapport with pupils, parents and staff.
- Maintains an atmosphere of mutual respect and courtesy in the classroom.
- Is consistently viewed as a very effective teacher.

Please complete the information below and submit it to Human Resources along with the completed application.

Teacher of the Year Nominee: _____

Program: _____

Statement of Acknowledgement

I acknowledge that I have verified that:

- The above-mentioned candidate has met all Teacher of the Year criteria.
- The selection committee adhered to the Teacher of the Year School Selection process.

Principal/Director

Date



Community Involvement *(Include civic, social, special awards/recognition, volunteer work, etc. last three years only)*

Philosophy of Teaching *(Provide a brief statement of your personal feelings and beliefs about teaching: 500 words or less)*



Education Issues and Trends - *(Discuss briefly one (1) issue which you consider to be major public education issues today: 500 words or less)*



**TEACHER OF THE YEAR STATEMENT
On Best Practices**

Please write a brief statement in the space below on your Best Practices in educating students. **(500 words or less)**

"Illuminating Minds, Igniting Passions, and Shaping Futures"