“Teacher of the Year”
Nomination Form

Named - May 2013

Serve - 2013-2014 School Year

Nomination Deadline
March 1, 2013
“Teacher of the Year”
Outstanding Classroom Teacher Recognition Program

The Crown Point Community School Corporation is pleased to present the selection process used to select the “Teacher of the Year” who will serve during the 2013-14 school year.

THE SELECTION PROCESS

The CPCSC will select a “Teacher of the Year” recipient for each of the following levels:

- Elementary Teacher Grades PK-5
- Secondary Teacher Grades 6-12

Students, former students, parents, colleagues, administrators, or members of the general public may nominate teachers. A selection committee made up of CPCSC administration and community members will narrow the nominations down to five finalists at each level, and then additional supporting statements will be requested for those finalists. Final nominees will be evaluated with a prepared scoring rubric.

This year’s Crown Point Community School Corporation’s “Teacher of the Year” selection will be announced in May. Both “Teacher of the Year” recipients will be celebrated in the community and their photos and accolades will be posted on the “Teacher of the Year” perpetual plaque at the Crown Point Community School Corporation’s administrative office, in addition to receiving their own “Teacher of the Year” awards. Both candidates will be eligible for this summer’s Indiana Teacher of the Year competition and a runner-up for each level will also be elected if a recipient is unable to compete.

THE TIMELINE OF PROCESS

- Nominations due by Friday, March 1, 2013
- Selections made by Friday, April 26, 2013
- Announced at May 20th School Board Meeting

THE NOMINATION PROCESS

Nomination forms are available on the school district website (www.cps.k12.in.us) and at all CPCSC schools, and the Administrative Service Center. All nomination forms must be returned, with all supporting materials and documentation, to the

Crown Point Community School Corporation, Teacher of the Year
200 East North Street, Crown Point, Indiana 46307.

Forms must be received no later than Friday, March 1, 2013, for consideration.
The nominator must secure permission of the nominee to enter his/her name for consideration with the knowledge that finalists may be observed in their classrooms and interviewed by members of the selection committee.

If we receive one completed nomination form for a particular teacher, that teacher is considered "nominated" and will be considered for selection as our choice 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 on a printed application. 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 “Teacher of the Year” awards are those educators who teach grades PK-5 and 6-12.

- Nominees must be contracted teachers with a minimum of 3 years of teaching experience and must be currently teaching in the Crown Point Community School Corporation.

- 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 his or her professional knowledge base.
  ✓ Strong human relations/strong cooperative skills with students, parents, colleagues, administration, and the Crown Point community.
  ✓ Knowledge of subject and curriculum content, of student growth and development, of instruction and assessment.
  ✓ Clear understanding of his or her beliefs and practices.
  ✓ Strong communication skills.
  ✓ Energy, enthusiasm, a positive attitude, and dependability.
  ✓ Commitment to community service.
TEACHER OF THE YEAR

Selection Criteria

TEACHER NOMINEE:

_____________________________________________________________________________________________
First       Middle      Last

TEACHING POSITION: ____________________________________________________________

NOMINEE’S SCHOOL: ________________________________________________________________

SCHOOL ADDRESS: _________________________________________________________________

_____________________________________________________________________________________

SCHOOL PHONE #: _________________________________________________________________

PRINCIPAL’S NAME: _________________________________________________________________

PRINCIPAL’S EMAIL: _________________________________________________________________

WHAT CATEGORY? (Check One)

____Elementary (K-5)       ____Secondary (6-12)

NOMINATOR: _________________________________________________________________

NOMINATOR’S ADDRESS: ____________________________________________________________

Address      Street

City     State     Zip

NOMINATOR’S PHONE #: _____________________________________________________________

NOMINATOR’S E-MAIL: ______________________________________________________________

RELATIONSHIP TO NOMINEE: (Check One)

____Fellow teacher       ____Former student       ____Current student

____Parent of a student       ____Administrator       ____Other ________________________

Specify

TO COMPLETE THE NOMINATION FORM:
Send Nomination Form with completed Description of Nominee’s Contribution Form to the Crown Point Community School Corporation by Friday, March 1, 2013.
TEACHER OF THE YEAR
A Description of Nominee’s
Contribution in Each

NOMINEE’S NAME: _____________________________________

To be completed by the person nominating the teacher.

1. The nominee understands the individual needs of students and uses a wide variety of methods that enables them to increase their knowledge, talent and self-esteem.

2. The nominee demonstrates effective classroom management, including motivation, responsibility, preparation and control.

3. Please describe the nominee’s leadership efforts on behalf of both students and colleagues.

4. Add any additional supporting statements on the back.

Mail to: CPCSC, Teacher of the Year, 200 East North Street, Crown Point, IN 46307, by March 1, 2013.