

Nomination Packet

*2012 Polk County
Teacher of the Year*



Polk County Public Schools

2012 Polk County Teacher *of* the Year

You have been recognized by your school for excellence, dedication and ability. Your accomplishments are tremendous and it is an honor to be nominated for Teacher of the Year. The students of Polk County are benefiting from your talent, experience and encouragement.

**Contents of this completed application may be used for promotional or publicity purposes.*

Timeline for Selection of 2012 Polk County Teacher of the Year

September 7, 2011	Nomination packets posted on district web site and in the Community Relations public folder.
September 28, 2011	Nomination packets must be submitted by this date.
February 23, 2012	2012 Teacher of the Year/School-Related Employee of the Year Awards Program

2012 Polk County Teacher *of* the Year

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2012 Polk County Teacher of the Year:

1. All information must be typed. All information must be included on this application form. Be sure to **only** use the amount of space allotted in the application for each answer. You may not add extra pages, attachments, artwork, special covers, etc.
2. Please submit **ONE** copy of the nomination form and **SEVEN** stapled sets of pages 7-10. **Please avoid references to your name and school on pages 7-10.**
3. **Send a color photograph** -such as a school or yearbook photo. **We are not able to accept any photo other than a head-and-shoulders type photo on a solid background.** If you need assistance, please contact your Network Manager at your school site.
4. **Send a color action photograph** (ex. If you are a P.E. teacher, you can send a photo of yourself on the field instructing students. A classroom teacher can send a photo of themselves teaching in front of the class.)

Photos should be sent in a jpeg format as an attachment to teresa.murvin@polk-fl.net with "Teacher of the Year" and your school name in the subject line.

Send the nomination packet to:

Polk County Public Schools
Community Relations Department
District Office
Route E

Packets must be submitted on or before **Wednesday, September 28, 2011 by 5:00 p.m.**, to be considered by the selection committee. **Applications submitted after this date will not be considered.**

2012 Polk County Teacher *of* the Year

Nomination Procedures

A selection committee reviews the nomination packets to assist the Community Relations Department in identifying the 2012 Polk County Teacher of the Year.

In addition to the district's annual Awards Program, each school should make an effort to recognize its Teacher of the Year candidate throughout the year. This makes the awards more meaningful, and it promotes the image of the school's professional staff. Some ideas include:

- Special parking place for nominees
- Names on school sign
- A special reception at school or during PTA meeting
- Information about the nominees in the school newsletter or on the school news show
- A letter to families with students in the teacher's classes
- Nominee as guest speaker at graduation, special events, etc.

Each school's nominee is honored at a district-wide Awards Program held in February. Business sponsors provide several prizes for the overall district winners.

Questions regarding eligibility or the nomination process should be directed to Teresa Murvin, Communications Specialist or Leah Lauderdale APR, CPRC, Community Relations Senior Director at 534-0698.

2012 Polk County Teacher *of the Year*

Eligibility

Nominations should be made without regard to race, age, sex, national origin, religion or disability.

Nominee must be an active full-time employee of the Polk County School District at time of nomination and annual award program. Schools may determine their own selection process.

Selection Criteria

Each district nominee will be evaluated based upon the following criteria:

- Superior ability to foster excellence and contribute to the continuous improvement of student learning and the school environment.
- Expertise in subject taught and ability to effectively use materials relating to the subject.
- Utilizes original and/or innovative instructional materials and methods.
- A record of superior teaching performance as evidenced by student learning gains, annual performance assessments, teaching awards, honors and/or recognition of work.
- Participates in continued professional development.
- Demonstrates leadership in educational activities at the school, district and/or state and national level.
- Exhibits strong commitment to creating a climate of caring and respect conducive to effective teaching and learning.
- Engages parents/families in the learning process to enhance student achievement.

Nomination Form

(Please Note: All information must be typed.)

2012 Polk County Teacher of the Year Nominee

(Please type your first and last name EXACTLY as you want it to appear in news releases, publications and on your plaque.)

Phonetic spelling or pronunciation

School

(If you work in a special program, give the program AND the site/location)

Does the recipient have any special needs? (i.e. ADA Accessibility?) YES NO

Ring Size

SAP #

I hereby give my permission that any or all attached material may be shared with people interested in promoting Polk County Public Schools, and I attest that all this information is accurate.

Nominee's signature

Principal's signature

APPLICATION DEADLINE

September 28, 2011

Return by mail to:

Polk County Public Schools
Community Relations Department
District Office
Route E

Application Form

(Please Note: All information must be typed.)

Subject(s)/Grade(s) you teach this year (2011-2012) and other subjects/grades you have taught in the past five years:

Subject: _____ Grade: _____

Past Experience: _____

Total years teaching: _____ Years teaching in Polk County: _____

List each degree awarded (i.e. B.A., M.S.), including:

<u>Major</u>	<u>Type degree</u>	<u>Year graduated</u>	<u>College/University</u>	<u>City/State</u>
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1. Professional Development Activities: List any educational preparation, school-level professional organizations, professional association memberships, offices held, training undertaken (except for regular inservice) and other relevant activities. Include any teacher training you have conducted. List awards and professional development within the last five years.

2. Community Involvement: List service-oriented activities, including volunteer work, civic and other group activities.

Application Form Continued

(Please Note: All information must be typed.)

3. Biography: What factors influenced you to become a teacher?

4. Teaching Style: Describe your personal feelings and beliefs about teaching, including your own ideas of what makes an outstanding teacher. What are some of your most creative lessons? How have you shared those ideas with other teachers?

Application Form Continued

(Please Note: All information must be typed.)

5. What would you say given your experience would be the most important message to a first year teacher?

6. Share with us your “greatest moment” in teaching.

7. Please complete this sentence.
I feel I have accomplished my education mission when...

