

LAKE FOREST SCHOOL DISTRICT  
Felton, Delaware 19943

**2020 TEACHER OF THE YEAR**

Teachers are nominated by peers, parents, community members, and students as representing the best traits of all Lake Forest teachers. These teachers have the respect of their colleagues, parents and students for their superior ability to inspire students with a love of learning.

I. MINIMUM QUALIFICATIONS

- A. Years of Experience
  - 1. A minimum of three full years successful teaching experience, including at least two in the Lake Forest School District.
- B. Certification
  - 1. Hold a valid and current license and met the certification requirements for the position held.
  - 2. The candidate must have effective performance appraisals for the prior 3 years.
- D. The candidate must be a teacher who teaches classes or large/small groups of students (Librarians may be considered if they have regularly assigned classes they are required to teach). Nurses, guidance counselors, paraeducators and related services personnel are not eligible. Candidates must not have been selected as a Teacher of the Year in the Lake Forest School District in the prior 3 years. Teachers who have received recognition as Delaware State Teacher of the Year are not eligible for nomination.

II. CHARACTERISTICS TO BE CONSIDERED

- A. The teacher should:
  - 1. be an expert in the field who guides students of all backgrounds and abilities to achieve excellence.
  - 2. collaborate with colleagues, students and families to create a school culture of respect and success.
  - 3. deliberately connect the classroom and key stakeholders to foster a strong community at large.
  - 4. demonstrate leadership and innovation that embodies lifelong learning both in and outside of the classroom walls.
  - 5. express oneself in an engaging and articulate way.

III. SELECTION PROCESS

- A. School - One candidate from each school
  - 1. Selection shall be as follows:
    - a. All LFSD employees, parents, community members, and students are welcomed to nominate someone for Teacher of the Year.
    - b. The school administrator shall first determine if any nominated teacher wishes to be excluded from the selection process.
    - c. The selection process shall be conducted as follows:
      - 1. The nomination period will be advertised and remain open for a minimum of 6 weeks. Nominees will have 14 calendar days to complete the required paperwork/packet to include a written summary of experience and a professional biography.  
**Note:** Every teacher has the option of excluding their name from the ballot. The principal must be notified of your intent to be excluded prior to submission to the CBO.

2. A school level committee consisting of a **minimum** of the principal/assistant principal, a prior TOY, 2 parent/community members, 1 student (if applicable), and 1 additional teacher representing the Lake Forest Education Association will review submitted packets and interview candidates. Interview questions and scoring rubrics will be provided by the District.
3. The school principal will submit the selected TOY for his/her school to the district office. Each school TOY will receive documents informing him/her of requirements for the district selection process.

B. District

1. Selection Committee
  - a. Two (2) former District Teachers of the Year
  - b. Six additional teachers, current or retired within the previous 5 years (when combined with the two past teachers of the year to equal four elementary – one per school, two middle and two high school).
  - c. Two administrators from the district office.
2. Selection Criteria Used by the Committee
  - a. The nominee who represents the best traits of the teaching profession
  - b. Inspires students with a love for learning.
  - c. Résumé with education, certifications, experience, leadership, awards & other recognitions.
  - d. Professional biography demonstrating expertise in the field, collaboration, connections between classroom and community, leadership, and self-expression.
  - e. Written responses collected by the District using State and Federal Teacher of the Year guidelines.
  - f. Community Involvement, impact beyond school, volunteer work, & civic or other group activities.
  - g. Writing and Speaking Ability, expressing self clearly and properly, writes well, poise, & self-confidence.
3. Process
  - a. Each nominee will present the résumé and Professional Biography from the school level selection process. The Professional Biography will be no more than 250 words on double spaced single sided pages with 10-point font.
  - b. Each nominee will also submit written responses to two questions provided by the District. Each response will be no more than 500 words on double spaced single sided pages with 10-point font.
  - c. Each nominee must present 3 letters of support with 1 coming from his/her school Principal.
  - d. School Teachers of the Year may revise portions of their school level paperwork for submission at the District level if applicable but are not required to do so.
  - e. The above information will be submitted to the Personnel office where copies will be made for distribution to the Selection Committee.
  - f. Each nominee will participate in an interview and be observed in the classroom. Each will be conducted and scored by the Selection Committee.
  - g. The rating forms will be used to rank the nominees. The nominee receiving the highest mean rank will represent the Lake Forest School District. The selection will be announced at the annual Lake Forest Recognition Ceremony.