

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 18, 2015

To: Principals, Childhood Development Center Administrators and SDEA Representatives

Subject: SITE TEACHER OF THE YEAR NOMINATIONS

Department and/or Persons Concerned: Principals, Childhood Development Center Administrators, SDEA Representatives and all members of the school community

Due Date: **Thursday, January 21, 2016 by 5 p.m.** – Nominee for Site Teacher of the Year (Attachment 1)

Reference: National Day of the Teacher (May 3, 2016)

Action Requested:

1. Print and distribute a copy of the circular and attachment to the school's SDEA representative (or principal designee, if there is no school site SDEA representative)
2. Identify **one** teacher, selected by teachers, from grades PreK-12 to represent site at the district's May 3, 2016, Day of the Teacher celebration.
3. Submit name of Site Teacher of the Year by **5 p.m. on Thurs., Jan. 21, 2016.** (Attachment 1)
3. Encourage the Site Teacher of the Year to apply for District Teacher of the Year, if eligible. Applications will be made available to all site nominees starting Jan. 22, 2016. Please review eligibility requirements on page 2.

Brief Explanation:

On May 3, 2016, San Diego Unified School District will recognize National Teacher Day. The district's Day of the Teacher celebration is traditionally held as a special off-site Board of Education meeting to allow honorees, guests and district leadership to celebrate in a festive environment. During the celebration, school Site Teachers of the Year will be honored and the District Teacher of the Year awardees will be announced.

Quality teachers provide the foundation for student learning and achievement, supporting the district's mission that all students will graduate with the skills, motivation, curiosity and resilience to succeed and be active participants in society. Effective teaching in every classroom is central to Vision 2020 and creating Quality Schools in Every Neighborhood. The district's definition of a quality teacher aligns with the five core propositions the National Board for Professional Teaching Standards uses to measure teaching excellence.

When selecting your site nominee, ask yourself “Which site teacher best embodies these principles?”

- Teachers are committed to students and their learning.
- Teachers know the subjects they teach and how to teach those subjects to students.
- Teachers are responsible for managing and monitoring student learning.
- Teachers think systematically about their practice and learn from experience.
- Teachers are members of learning communities.

Each site SDEA representative (or principal designee, if there is no site SDEA representative) should hold nominations and conduct a secret ballot to select the school’s Site Teacher of the Year. **Submitting nominations and voting are limited to teachers at the site.** Nominees should be fully credentialed classroom teachers whose primary responsibility is teaching students. **Only one nomination can be submitted per school site.** Previous site Teachers of the Year and District Teacher of the Year Runner-ups can be nominated and selected again, however, former or current district Teacher of the Year awardees are not eligible. Resource teachers are not eligible.

Once the selection is made, the Site Teacher of Year’s name and contact information (Attachment 1) should be submitted to the Communications Department by **5 p.m. on Thurs., Jan. 21, 2016.** Site nominees are strongly encouraged to apply for the District Teacher of the Year award **if they meet the criteria listed below** (Applying is optional). Application packets for District Teacher of the Year will be available to all site nominees starting **Fri., Jan. 22, 2016** and **due by 5 p.m. on Wed., Feb. 17, 2016.**


Qualifications for District Teacher of the Year (comparable to county/state application):

1. Fully credentialed teacher with at least 6 years classroom experience in San Diego Unified and 9 total years of teaching (you may be in your sixth and ninth years), who 1) teaches grades K-12; or 2) teaches adults, providing instruction in the same curriculum as elementary/secondary grades; or 3) instructs with some administrative responsibilities but for whom teaching students is the primary responsibility. Resource, Preschool and CDC teachers are not eligible.
2. Teacher who plans to continue in an active teaching status.
3. Teacher who is willing to apply for S.D. County Teacher of the Year if selected district winner or runner-up. Teacher shall be available to fulfill ambassadorial duties during the year of service and serve on the Teacher of the Year selection committee for two years.

Submit Site Teacher of the Year Nomination Forms (Attachment 1) to Rhonda Archard in the Public Information Office by **5 p.m. on Thurs., Jan. 21, 2016,** by email rarchard@sandi.net; by fax to 619-725-7105; or by school mail to the Education Center, Room 2232. If you need additional information or have questions regarding the site or district Teacher of the Year process, contact Jennifer Rodriguez (through Dec. 2) at jcornelius@sandi.net, 619-725-5598 and Rhonda Archard at 619-725-7505 or rarchard@sandi.net. (Dec. 2 through March 1).

Linda Zintz, Director
Communications Department

APPROVED:
Ursula Kroemer



Office of the Chief Public Information Officer
LZ:jr
Attachment (1)



Ref. Administrative Circular 35

Attachment 1

Site Teacher of the Year Nomination

Dear SDEA Representative/Principal Designee/CDC Administrator:

It's time to select your school's 2016 Site Teacher of the Year. Please solicit nominations and conduct a secret ballot to select your site's Teacher of the Year. Nominations are due **Thurs, Jan. 21, 2016 by 5 p.m.** Only teachers should nominate and vote. Nominees should be fully credentialed classroom teachers, from grades PreK-12, whose primary responsibility is teaching students. **Only one nomination can be submitted per school site.** Previous Site Teachers of the Year and District Teacher of the Year Runner-ups can be nominated and selected again, however, former or current district Teacher of the Year awardees are not eligible. Resource teachers are also not eligible. **Please note:** To apply for District Teacher of the Year, site nominees must have at least 6 years classroom experience in San Diego Unified (you may be in your sixth year of teaching) and 9 total years of teaching (you may be in your ninth year of teaching). Resource, Preschool and CDC teachers are not eligible for District Teacher of the Year honors.

All school site Teachers of the Year will be honored at the Day of the Teacher celebration on Tuesday, May 3, 2016. **Please provide ALL the information requested in the form below.** If your site does not have a nominee, please check the appropriate box and submit the form.

SCHOOL NAME:

No Site Nominee

Phone:

SITE TEACHER OF THE YEAR:

No. of years teaching at San Diego Unified:

No. of years total teaching experience:

Direct phone:

E-mail:

SDEA Representative/Principal Designee:

Direct phone:

E-mail:

Principal's Name:

E-mail:

Deadline for nominations is Thursday, Jan. 21, 2016 by 5 p.m.

Send to Rhonda Archard, Public Information Office, via one of the following:

Email: rarchard@sandi.net • Fax: 619-725-7105 • School mail: Education Center, Room 2232

SDEA Representative & Principal will be notified via email that your submission has been received.
Questions? Contact Rhonda Archard at 619-725-7505 or rarchard@sandi.net