



United School Employees of Pasco



District School Board of Pasco County

2023-2024
TEACHER OF THE YEAR
SELECTION PROCESS

**2023-2024 SRP/Teacher OF THE YEAR
SELECTION TIMELINES**

August 10	Employee Relations sends letter in their newsletter to worksite supervisors informing them of beginning of selection process for Worksite SRP/Teacher of the Year.
August 15	USEP will send notices to Building Reps to elect members of the Worksite Selection Committee.
August 29	Deadline to report to USEP the members of the Worksite Selection Committee.
September 6 -28	Worksite Selection Committees conduct nominations and election of Worksite SRP/Teacher of the Year.
September 9	USEP holds an orientation for Worksite Selection Committee members via Zoom from 1:00 to 3:00 p.m. USEP provides selection criteria to Worksite Selection Committees.
September 30	Deadline to notify USEP of Worksite SRP/Teacher of the Year.
October 6	USEP provides application to compete for District SRP/Teacher of the Year to all Worksite SRP/Teachers of the Year.
October 13	USEP provides a listing of Worksite SRP/Teacher of the Year to Employee Relations & Communications Departments.
October 20	Deadline for receipt of District SRP/Teacher of the Year applications.
October 26	USEP selects members of District SRP/Teacher of the Year Selection Committees, notifies Employee Relations and requests worksite supervisors release SRP on Nov. 9-10 & 15, 2022, and Teachers Nov. 4 & 7 & Nov. 16-18, 2022.
November 4 & 7	Teacher District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
November 9 & 10	SRP District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
November 15	SRP District Selection Committee visits worksite of three (3) finalists and selects the District SRP of the Year.
November 16 – 18	Teacher District Selection Committee visits worksite of three (3) finalists and selects District Teacher of the Year. Employee Relations and Communications notified.
December 2	Employee Relations, Communications and Pasco Education Foundation notified.
February TBD - West Side Awards	Announcement of Pasco County SRP/Teacher of the Year at the Awards Celebration. Finalist notified of State timeline for Applications.
February TBD – East Side Awards	Announcement of Pasco County SRP/Teacher of the Year at the Celebration. Finalist notified of State timeline for Applications.
January TBD	Recognition of District SRP/Teacher of the Year.
February TBA	Postmark deadline for Florida State SRP /Teacher of the Year application to DOE.

THE PHILOSOPHY

In the Teacher of the Year Program, we are not attempting to single out any individual as the best teacher in a school or in the district but to honor teachers who are representative of all excellent teachers in Pasco County. The most important qualification is that the teachers have a superior capacity to inspire a love of learning in students of all backgrounds and abilities.

THE SELECTION PROCESS

The selection process begins at the school level and continues to the national level.

CONTRACT LANGUAGE

ARTICLE VII—WORKING CONDITIONS, SECTION W - Selection of Teacher of the Year

1. The Union shall conduct the Teacher of the Year selection process.
2. Upon request, the Board shall provide technical assistance related to the selection process to the Union.
3. The Board shall provide the Union with the deadline for submission of the State Teacher of the Year nomination and criteria for selection as soon as it is notified by the Department of Education.
4. In August, a Teacher of the Year Committee composed of teachers only shall be selected at each school by vote at a meeting of the entire faculty.
5. The school's Teacher of the Year Committee shall oversee the nomination and selection process for the school's Teacher of the Year.
6. The school's Teacher of the Year Committee shall announce timelines for nomination and voting procedures at least two (2) weeks prior to the beginning of the nomination procedure for approval by the entire faculty.
7. No action shall be taken against a teacher for refusing to participate in Teacher of the Year activities.
8. Nominations for Teacher of the Year shall come from teachers only.
9. Voting for the school's Teacher of the Year shall be by secret ballot. Only teachers assigned to the school may vote for that school's Teacher of the Year.
10. The committee to select the district's Teacher of the Year shall be composed of five (5) teacher representatives. These representatives must not have a conflict of interest and shall be chosen by the Union Executive Board.
11. The Union shall furnish to the Board by October 1 of each year a list of Teacher of the Year Committee members for each school. In addition, at the conclusion of the selection process for district Teacher of the Year, the Union shall furnish to the Board a list of members of the district Teacher of the Year selection committee.
12. Teachers who are serving as chairpersons of the school Teacher of the Year Committee shall be granted one-half (1/2) day temporary duty leave for orientation purposes. Teachers who serve on the district Teacher of the Year Selection Committee shall be granted up to five (5) days additional temporary duty leave. Substitutes shall be provided as follows: One-half (1/2) day for orientation purposes and up to five (5) days for each teacher serving on the district Teacher of the Year Selection Committee. Reimbursement for travel shall be authorized

SCHOOL SELECTION PROCESS

The school level selection process begins with the School Selection Committee.

In August, a Teacher of the Year Committee composed of teachers only shall be selected at each school by vote at a meeting of the entire faculty. The committee members then select a chairperson.

It is the duty of the chairperson to guide the faculty as they select the school's Teacher of the Year.

The committee shall oversee the nomination and selection process. Timelines for nomination and voting procedures must be announced two (2) weeks prior to the beginning of the nomination procedure for approval by the entire faculty.

Nominations shall come from teachers only. Voting for School Teacher of the Year shall be by secret ballot. Only teachers assigned to that school may vote.

Each chairperson will be required to submit a form notifying USEP of the person selected in his/her school as the 2023-2024 Teacher of the Year.

PARTICIPATION

Participation in the Teacher of the Year activities is voluntary, and no action shall be taken against a teacher for refusing to participate.

ELIGIBILITY

Under the rules set by the Department of Education, the following full-time district educators are eligible for nomination for District Teacher of the Year:

- ✓ Classroom teachers - Grades Pre-K through 12
- ✓ Adult Education teachers
- ✓ Post secondary vocational/technical education teachers
- ✓ Department chairpersons who actively engage in classroom teaching
- ✓ Guidance Counselors
- ✓ Media Specialists
- ✓ Other professional educators performing instructional support services *with students* (i.e. speech/language pathologists)

SELECTION CRITERIA

- ☞ A superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment.
- ☞ Knowledge of the subject taught and the ability to effectively use materials relating to the subject.
- ☞ Leadership in educational activities at the school, district, and/or state and national level, such as a member of an advisory council, task force, or professional organization.
- ☞ Use of original or innovative instructional methods such as cooperative learning and interdisciplinary instruction, the development and/or use of experimental programs, development of new instructional materials, and the use of technology in instruction.
- ☞ A record of superior teaching as evidenced by student performance, honors, awards, or other kinds of recognition.

SAMPLE LETTER FOR NOMINATIONS

Date: _____

Dear Colleague:

This letter is to remind you that at our school's faculty meeting on _____ you will be given the opportunity to nominate a teacher for our 2023-2024 Teacher of the Year.

Please consider experience, education, philosophy, effectiveness, and involvement when nominating a teacher.

The school selection committee will collect information about each nominee and place copies of the information along with a ballot in your mailbox on _____.

Please mark your ballot and place it in the ballot box located _____.
I must receive your ballot by _____ on _____.

Sincerely,

Chairperson
Teacher of the Year
School Selection Committee

INFORMATION SHEET

NOMINEE FOR 2023-2024 SCHOOL TEACHER OF THE YEAR

Name _____

Current Teaching Assignment _____

Total Years Teaching Experience _____ In Pasco County _____

Areas of Certification _____

Education:

Degree	Major	College/University
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_____	_____	_____
_____	_____	_____
_____	_____	_____

List recent classes, workshops, or inservice training you have attended or conducted in the last three years.

Classes	Year	Participant or Presenter?
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List professional, civic, or community organizations in which you are currently active:

Briefly state what you consider your greatest accomplishment or contribution to education in the past three years:

SAMPLE BALLOT
(FEEL FREE TO ADD LINES AS NEEDED)

The following teachers have been nominated
for 2023-2024
Teacher of the Year

Please place an "X" by your choice.

Include directions on how, where, and when to return.



**2023-2024 Nomination Form
Teacher of the Year
Pasco County**

This form must be completed by the chairperson of the School Teacher of the Year Committee and returned to the USEP office by 4:30 p.m. Friday, September 30, 2022.

The faculty members at

name of school

have selected

name of teacher

as their 2023-2024 Teacher of the Year

Signature of Committee Chairperson

Please Print Committee Chair Name

DISTRICT SELECTION PROCESS

The committee to select the District Teacher of the Year shall be composed of five (5) teacher representatives. These representatives must not have a conflict of interest and shall be chosen by the Union Executive Board.

When possible, members of the District Selection Committee are chosen from chairpersons or representatives from schools whose School Teacher of the Year did not wish to be considered for District Teacher of the Year.

The committee shall be granted up to five (5) days temporary duty leave. Substitutes shall be provided, and reimbursement for travel shall be authorized.

Duties of the District Teacher of the Year Selection Committee are as follows:

- ✓ To select a chairperson.
- ✓ To develop a system to consider and evaluate the applications of the school nominees.
- ✓ To select finalists.
- ✓ To arrange appointments to observe and interview finalists.
- ✓ To select the District Teacher of the Year.
- ✓ To write a paragraph about each finalist.
- ✓ To assist the District Teacher of the Year with his/her application for State Teacher of the Year.

PARTICIPATION

Any School Teacher of the Year may participate in the selection process for District Teacher of the Year. Those wishing to participate must fill out the two (2) page form for 2023-2024 Pasco District Teacher of the Year. **Responses to questions on this form shall be done on white paper. The pages should be numbered and easily separated so copies can be made for members of the District Selection Committee. Please limit your answers to the number of pages requested in each section -- type size no smaller than 10 point!** In order to provide all applicants with an equal opportunity, only the number of pages requested will be accepted.

Scrapbooks and portfolios are not required **and will not be accepted.** The selection committee will consider and review only the requested materials in the nomination packet. Do not staple or bind materials-paper clips are acceptable. Do NOT use covers or other decorative packaging.

NO FACSIMILES or Emails ACCEPTED.

ELIGIBILITY AND SELECTION CRITERIA

Eligibility and selection criteria for District Teacher of the Year are the same as that for School Teacher of the Year.

AWARDS

At a reception held by the Pasco Foundation, the District Teacher of the Year is announced. USEP presents the Teachers of the Year with a plaque. At a School Board meeting, school board members honor the District finalists and Teacher of the Year.

Later, the State of Florida awards \$500 to each District Teacher of the Year.

2023-2024
PASCO DISTRICT TEACHER OF THE YEAR

This form is to be used by the School Teachers of the Year who wish to be considered for selection as Pasco District Teacher of the Year.

- This form must be returned no later than 4:30 p.m. on Thursday, October 20, 2022, to USEP.

Name _____

Home address _____

City _____ Zip _____

Home phone number _____ Cell phone _____

Email address _____

Name of School _____ Name of Principal _____

School address _____

City _____ Zip _____ School phone number _____

Current Teaching Field: _____ Grade Level: _____

Total Years Teaching Experience: _____ In Florida: _____ Present Position: _____

Subject Area(s) in which you hold a Teaching Florida Certificate: _____

EDUCATION

DEGREE MAJOR

COLLEGE/UNIVERSITY

DATE AWARDED

<u>DEGREE MAJOR</u>	<u>COLLEGE/UNIVERSITY</u>	<u>DATE AWARDED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Respond to the following sections. Each section must be typed and labeled.

I. PROFESSIONAL BIOGRAPHY

Provide a resume typed in no less than a 10-point font, with at least one-inch margins, and a two-page maximum. Include your current teaching position, professional development activities, community involvement, awards and recognition, and/or leadership activities.

II. PHILOSOPHY OF TEACHING

What inspires you as an educator? (250-word limit, double spaced, 12 pt. font)

III. THE TEACHING PROFESSION

Describe the strongest evidence available to demonstrate your success at advancing learning outcomes for all students. Using data, formal/informal and short/long term, how are your students performing when they enter your classroom versus when they leave? (500-word limit, double spaced, 12 pt. font)

IV. EDUCATION ISSUES AND TRENDS

Describe your instructional practices. What are your strengths? How did you develop one of these strengths? What opportunities do you have for further growth? (500-word limit, double spaced, 12 pt. font)

V. PROFESSIONAL DEVELOPMENT ACTIVITIES

A teacher leader is someone who affects student outcomes in classrooms beyond their own. Describe how you have been a teacher leader in your school, district or subject area. (500-word limit, double spaced, 12 pt. font)

VI. COMMUNITY INVOLVEMENT

Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you involve others and where is this project today? Please include evidence of student impact. (500-word limit, double spaced, 12 pt. font)

Please fill out the following table with a breakdown of your day. The committee will observe the three finalists, and this table will assist us as we plan for classroom visits. Please include a complete summary of your typical day, including names of subjects taught, duties, breaks, lunch, etc. We recognize that the typical day is not always the norm, therefore, visits with finalists will be arranged via telephone upon notification of selection.

Time of Day	Description of activity / name of subject taught
	Teacher Report time

Portfolios/CDs/DVDs will **NOT** be duplicated for members of the
 District Teacher of the Year Selection Committee.
PAPER CLIP ONLY
 all requested information.
IMPORTANT REMINDER:
 This application must be received at USEP by 4:30 p.m., Thursday, October 20, 2022, to be
 considered for selection as Pasco District Teacher of the Year.
NO FACSIMILES or E-Mails ACCEPTED-No Exceptions

REGIONAL AND STATE SELECTION PROCESS

From the nominations submitted by districts, five finalists will be selected representing each Department of Education Reporting Region: Panhandle, Crown, East Central, **West Central**, and South. District Teachers of the Year compete only within their region. If your district nominee is selected as one of the state's five regional finalists, the state selection committee will visit your district in the spring for interviews and observations of the nominee.

In May, the Florida Teacher of the Year and Regional Teachers of the Year will be invited to Tallahassee for presentation to the State Board of Education and annual Teacher of the Year Awards banquet. The Department will reimburse the teachers for travel expenses for this event.

All District Teachers of the Year will be invited to participate in recognition activities sponsored by the Department of Education and Macy's of Florida, corporate sponsor of the program. The Annual Florida Teacher Roundtable, a collegial symposium for District Teachers of the Year, will be held in May in Orlando in conjunction with the Macys Awards Celebration.

STATE AWARDS

The following monetary awards are presented to the Florida Teacher of the Year, each Regional Finalist, and District Teachers of the Year at the Florida Teacher Roundtable:

Florida Teacher of the Year-----	\$2,500.00
Regional Teacher of the Year-----	\$1,250.00
District Teacher of the Year-----	\$ 500.00

OTHER AWARDS

Our corporate sponsor, Macy's of Florida, is making a gift of \$100,000 to the Florida Teacher of the Year Program. From this source, the following awards are presented to the Florida Teacher of the Year, each Regional Finalist, and each District Teacher of the Year at a formal awards dinner and celebration held in conjunction with the Florida Teacher Roundtable:

Florida Teacher of the Year	\$10,000.00
Regional Finalist	\$ 5,000.00
District Teacher of the Year	amount will vary depending upon number of Districts participating in the program (approximately \$750.00).

Additionally Macy's makes a monetary award of \$1,000.00 to the school of the Teacher of the Year and each Regional Finalist and approximately \$250.00 to each District Teacher of the Year's school.