

Requirements for Those Who Excel – Community Volunteer/Educational Service Personnel/Student Support Personnel/Team

Nomination letters - **File upload**

- One letter, using specific descriptions and examples, succinctly explaining what qualities the nominee possesses and what activities have been undertaken on behalf of schools and students that inspired your decision to nominate this candidate and deems them deserving of statewide recognition. If you are school or educationally affiliated, please place the letter on your school or organization's letterhead.

Length: Maximum 1 page, single spaced, space between paragraphs, 12-point font.

Please name file in the following format: **NominationLetter_LastName**

Letters of Recommendation - **File upload or Email request**

- Two letters from any of the following:
 - Fellow Teacher (on school/district letterhead)
 - Administrator (on school/district letterhead)
 - Parent
 - Student

Each letter should speak to the following that this candidate:

- Is an expert in their field who guides students of all backgrounds and abilities to achieve success;
- Collaborates with colleagues, students, and families to create a school climate of respect and success; and
- Demonstrates leadership and innovation in and outside of the classroom walls.

Length: Maximum 1 page, single spaced, space between paragraphs, 12-point font.

Please name in the following format: **LOR_Nominee'sLastName**

Requirements for Those Who Excel – Administrators

Nomination letters - **File upload**

- One letter, using specific descriptions and examples, succinctly explaining what qualities the nominee possesses and what activities have been undertaken on behalf of schools and students that inspired your decision to nominate this candidate and deems them deserving of statewide recognition. If you are school or educationally affiliated, please place the letter on your school or organization's letterhead.

Length: Maximum 1 page, single spaced, space between paragraphs, 12-point font.

Please name file in the following format: **NominationLetter_LastName**

Letters of Recommendation - **File upload or Email request**

- Letter 1: Fellow Teacher (on school/district letterhead)
- Letter 2: Administrator (on school/district letterhead)
- Letter 3: Parent or Student

Each letter should speak to the following that this candidate:

- Is an expert in their field who guides students of all backgrounds and abilities to achieve success;
- Collaborates with colleagues, students, and families to create a school climate of respect and success; and
- Demonstrates leadership and innovation in and outside of the classroom walls.

Length: Maximum 1 page, single spaced, space between paragraphs, 12-point font.

Please name in the following format: **LOR_Nominee'sLastName**

Resume - **File upload**

All nominees must include a current resume with the following information:

- A. Beginning with most recent, list colleges and universities attended, including postgraduate studies. Indicate degrees earned and dates of attendance.
- B. Beginning with most recent, list teaching employment history indicating time period, grade level, and subject area.
- C. Beginning with most recent, list professional association memberships, including information regarding offices held and other relevant activities.
- D. Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- E. Beginning with the most recent, list awards and other recognition of your teaching.

Please name file in the following format: **Resume_Nominee'sLastName**

Professional Biography – Completed in platform

Describe background and experiences that influenced you to become a teacher/educator. What do you consider to be your greatest contributions and accomplishments in education? This could include biographical information, educational experiences, awards/honors or other activities. (250 words)

Topics in Education Narratives - Completed in platform

Topic 1: Philosophy of Education

Describe your personal feelings and beliefs about teaching/education, including the rewards you find from education and the qualities that define an outstanding teacher/educator. Describe an initiative that defines you as an educator. How does it engage students of all backgrounds and abilities in the learning? How do you use this initiative to connect students to the outside world? (750 words)

Topic 2: Issues in Education

Think of a major issue in education today that is important to you. How have you been a lifelong learner, innovator or advocate for the issue? Describe, in your opinion a cause and effect of this issue and propose a possible resolution to the issue. (750 words)

Topic 3: Educational Leadership

Describe a project in which you served as a teacher leader in your school/district. Describe your role and discuss how your leadership within this project positively impacted students, staff and the overall culture of your school/district. (750 words)