

# SMYRNA SCHOOL DISTRICT

## *POLICY*

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|--------------------------|---------------------------------|----------------------------------|------------------------|
| <b>Section:</b>          | <b>4000 Personnel</b>           | <b>Office Responsible:</b>       | <b>Human Resources</b> |
| <b>Policy:</b>           | <b>4131 Teacher of the Year</b> |                                  |                        |
| <b>Related Policies:</b> | N/A                             | <b>Administrative Procedure:</b> | N/A                    |

### **I. Purpose**

Provide consistent procedures to select a Teacher of the Year.

### **II. Authority**

*Delaware Code, Title 14 § 8902*

*Delaware Code, Administrative Code 235*

### **III. Definitions**

None

### **IV. Policy Statement**

#### **Nomination Guidelines**

- a. Nominations for Teacher of the Year will be accepted by community members through a public portal on the Smyrna School District website.
- b. Nominations will, also, be accepted by the administration of the school by education professionals.
- c. All nominations from the education professionals and the public portal will be listed on the first ballot.

#### **Selection Criteria**

To be considered for Teacher of the Year, a person shall:

- a. Have taught, continuously or intermittently, for an accumulative period of three years or more in a Delaware public school prior to the date of such person's nomination.
- b. Have been formally nominated.
- c. Be actively teaching in their district or charter school in this state at the time of their nomination.
- d. Continue to actively teach in the nominating district or charter school for the duration of the school year of their nomination. If the nominee chooses to leave

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the district or charter school during the selection period the district or charter school shall submit another nominee.

### **Eligibility Criteria/Guidelines**

- a. Nominees must meet all requirements for a Standard Certificate for the position held and hold a valid and current license, as approved by the Professional Standards Board, Department of Education and State Board of Education. Nominees must be considered an expert in their field, guiding students of all backgrounds and abilities to achieve excellence; must collaborate with colleagues, students, and families to create a school culture of respect and success; must deliberately connect the classroom and key stakeholders to foster a strong community-at-large; must demonstrate leadership and innovation in and out of the classroom; must express themselves in an engaging and articulate manner.
- b. Teachers who have received recognition as a Delaware State Teacher of the Year are not eligible for nomination.
- c. Those who have been recognized as a District Teacher of the Year in the previous three years are not eligible for nomination.

### **Teacher of the Year Documentation**

- a. Sources of documentation used for determining if nominees meet the criteria (e.g. performance evaluations, educational certificates, etc.) must be verified by the district.
- b. School Districts must retain special awards files for 10 years before being destroyed. The Teacher of the Year records will be retained according to this schedule.

### **Building-Level Selection**

- a. Nomination shall be submitted to the building principal on the District Nomination Form or through the public portal by March 1.
- b. All nominations shall be present on the first ballot unless a nominated Teacher declines the nomination.
- c. Multiple ballots may be necessary to achieve a selected candidate. All school staff are eligible voters.
- d. From the nominations received, a Building Teacher of the Year will be selected no later than the **third Monday of March**. The selection procedure for the Building Teacher of the Year will be the responsibility of the professional staff of the building.

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- e. The building administrator will submit the name of the Building Teacher of the Year to the Superintendent along with a class schedule for the teacher which outlines specific times when observations would not be possible.

### District-Level Selection

- a. Building Teachers of the Year will complete and submit the District Teacher of the Year, electronic application, the template for which will be provided to them, and no more than three (3) letters of support to the committee via the Superintendent. Letters of support may be submitted from but not limited to other teachers, administrators, board members, parents, students and the community. The selection of the District Teacher of the Year is to be completed by a broad-based committee.
- b. The District committee shall consist of the following:

|                         |  |
|-------------------------|--|
| 3 Teachers              | Three most recent District Teachers of the Year                                      |
| 2 Students              | President/Designee from S.G.A. and a Representative from F.E.A. or Honor Society     |
| 2 Parents               | One representing the elementary schools and one representing the middle/high schools |
| 1 Principal             |  |
| 1 Board Member          |  |
| Superintendent/Designee |  |

- c. The district level committee will observe the building teachers of the year. Observation teams, each of which will consist of one teacher, a parent and/or student and a principal or Board member or Superintendent/Designee, will observe and interview two/three teachers per team. Observation team members will use the Guidelines for Observing Nominees for Teacher of Year form, to assist in their observation. Following each observation, each team member will score the teacher using the rubric. The highest score possible on the rubric is 48 points. Observations will be completed by **April 30**.
- d. Prior to conducting observations, each member of the selection committee will review the individual electronic applications and letters of support and, after all observations have been completed, the selection committee will convene to complete the rating forms.

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- e. Based on overall rating, the committee will select the District Teacher of the Year. The final selection process shall be completed no later than the **first Friday of May**.

\*Italics indicate Delaware Regulation Administrative Code Title 14 wording

Board Approval Acknowledged by:



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Christopher Scuse, *President*  
Smyrna School District Board of Education

## Policy Actions

Adopted: 3/20/1991  
Revised: 8/21/1991  
3/19/2003  
2/9/2005  
6/20/2007  
4/15/2015  
2/16/2017  
4/21/2021  
11/15/2023