

Guidelines

Teacher of the Year Program

Concordia USD 333



The Kansas Teacher of the Year program brings a number of benefits to the nominees as well as Concordia USD 333. It is a great way to recognize the professional and leadership excellence of Concordia teachers, increase awareness of the positive aspects of education, promote pride in the schools and in the teaching profession and provide professional growth and leadership opportunities through the Kansas Exemplary Educators Network.

Please consider nominating a teacher you believe represents the qualities of our district's outstanding teachers. This is a great honor for those nominated, and the individuals selected as the district's Elementary Teacher of the Year and a Secondary Teacher of the Year serve as role models and spokespersons to represent all of the excellent teachers in Concordia USD 333!

2019-2020 USD 333 Teacher of the Year Call for Nominations
Nominations close at 12:00am on February 1

These guidelines establish the process used by the school district to select the USD 333 Teachers of the Year.

Qualifications

1. Qualifications for USD 333 Teacher of the Year
 - By the end of the current school year, the nominee must have completed a minimum of five years as a classroom teacher, three of which shall be in USD 333.
 - The nominee shall
 - be exceptionally skilled and dedicated.
 - be able to inspire students of all backgrounds and abilities to learn.
 - have the respect and admiration of students, parents and colleagues.
 - play an active and useful role in the community and the school.
 - Nominees should realize that the application process is demanding and time consuming.
 - The award carries with it the potential to make a number of public appearances; therefore, the nominee should be poised, articulate and possess the energy to withstand a busy schedule.
2. For the Kansas Teacher of the Year, a teacher is defined as having a full-time PreK through 12th grade classroom. A classroom teacher is defined as a teacher who has a group(s) of students for whom he/she is responsible. The teacher's current responsibilities should include:
 - assessment of students, including the assignment of grades on a report card;
 - preparation of lesson plans
 - parent-teacher conferences;
 - discipline; and
 - day-to-day functioning of class(es), including duties such as attendance, lunch count, lunch and recess duty, etc.

Selection Process

1. In early January, the superintendent shall send a message to all certified staff regarding the USD 333 Teacher of the Year selection process. The message will include the qualifications for being nominated.
2. Online nomination forms will close at 12:00 am February 1.
3. During the first week in February, the district office will lead in the selection of a USD 333 Elementary and a Secondary Teacher of the Year. For the purpose of this recognition Elementary shall be classified in grade levels PreK-6, while Secondary shall be classified as 7-12
 - All USD 333 certified and administrative employees will be given an opportunity to participate in the voting for both the elementary and secondary nominee.
 - The superintendent's office shall be responsible for conducting this election.

4. The two USD 333 Teacher of the Year recipients will be named prior to March 1st annually at a district wide event sponsored by the Board of Education and Local Sponsors.
5. Each USD 333 Teacher of the Year shall receive a token of appreciation. The district Teachers of the Year will receive a cash/stipend gift of \$1,000. The district may solicit community donations in support of this gift.
6. The two USD 333 Teacher of the Year recipients will work collaboratively on their materials to complete the KTOY application.

Publicity Responsibilities

Public Recognition

The superintendent's secretary shall create the following Press Releases and postings on district's social media outlets.

- Building level USD 333 nominees. (early February)
- District USD 333 Teacher of the Year recipients. (after district awards banquet—late February)
- Participation in the Kansas Teacher of the Year regional banquets (early September).
- Selection as a regional semifinalist or finalist. (early September)
- Selection as Kansas Teacher of the Year (mid-November)

Board Recognition

- Building level nominees will be recognized at a Board of Education meeting in February.
- The two USD 333 Teachers of the Year will be recognized at a Board of Education Meeting in March.
- Subsequent honors from the Kansas Teacher of the Year program will also require board recognition.

Other Items

1. District Teacher of the Year recipients will be encouraged to focus professional development activities on Kansas Teacher of the Year events. Including regional banquets, state banquets, KEEN conference and other activities.
2. All USD 333 Teachers of the Year winners are encouraged to attend the annual KEEN conference and other events available to the Teacher of the Year.
3. The district shall cover the costs (registrations, lodging, meals, transportation) of participating in the activities related to this honor.
4. The district will provide each nominee with tickets for up to five guests to attend KTOY banquets.
5. District and building level administrators (or designees) will attend KTOY banquets in support of the nominees.