

# GREENWICH DISTINGUISHED TEACHERS AWARDS 2015

NOMINATION INSTRUCTION PACKET



DISTINGUISHED TEACHERS AWARDS

*Celebrating Excellence  
in the Greenwich Public Schools*

The Distinguished Teachers Awards Committee, Inc.  
Established 1984



## DISTINGUISHED TEACHERS AWARDS 2015 NOMINATION PACKET OVERVIEW

The Distinguished Teachers Awards Committee, Inc. is a nonprofit organization established in 1984 to recognize and celebrate excellence among the dedicated teaching staff of the Greenwich Public Schools (GPS). The selection process is based solely on the written information provided in each candidate's Nomination Packet.

### To be eligible for the award, a nominee must:

- be a full-time\* staff member\*\* who teaches in the Greenwich Public Schools,
- have completed at least five (5) years of teaching by March 5, 2015,
- have completed at least three (3) years of teaching in the Greenwich Public Schools by March 5, 2015.
- be an employee in good standing – Please note that the Greenwich Public Schools' Human Resources Department will review each nomination to confirm the above mentioned eligibility requirements and to review each candidate's personnel file to determine employee in good standing status. For further information on the criteria, please contact the GPS Human Resources Department prior to submitting the completed nomination packet.

(Previous award recipients are not eligible for re-nomination.)

### Nominations may be made by anyone representing one of the following categories; the seconders must represent the remaining two categories:

- one professional colleague, currently employed by the Greenwich Public Schools
- one administrator, currently employed by the Greenwich Public Schools
- one parent/student/other current community member

(Members of the Distinguished Teachers Awards Committee may not nominate or second a nomination.)

### Only one nomination packet per candidate will be accepted.

We will accept the first nomination submitted; any subsequent nominations for the same candidate will not be accepted.

Please review carefully the *Criteria for Identifying Distinguished Teachers* and the *Nomination Packet Instructions* before beginning the nomination process and again prior to submitting the packet. It is essential that all required elements are completed and submitted together.

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\*equal to or greater than 0.5

\*\*any member of the GEA, including teachers, social workers, guidance counselors, and school psychologists



## CRITERIA FOR IDENTIFYING DISTINGUISHED TEACHERS

The main emphasis in identifying a distinguished teacher is the quality of a teacher's work with students. Candidates nominated for the Distinguished Teachers Award should be those who exhibit the qualities, which are listed below. **It is essential that specific examples of the qualities listed below be cited in the Candidate's Form. Nominators and seconders should emphasize and give specific examples of the criteria about which they have first hand knowledge.**

- Inspires enthusiasm for learning and elicits a high level of achievement from students in relation to their individual abilities
- Expects students to take responsibility for their own learning
- Demonstrates and continues to pursue a high mastery of subject matter and best practices for instruction
- Has the respect of students and colleagues
- Communicates well with parents and students
- Collaborates and makes contributions to improve overall student achievement within the classroom
- Makes contributions to improve the school, District, and/or community beyond the classroom

For questions about nominations or procedures, please contact the Communications Office at the Havemeyer Building at 203-625-7415 or [kim\\_eves@greenwich.k12.ct.us](mailto:kim_eves@greenwich.k12.ct.us). Information and the Nomination Packet are also available on the Greenwich Public Schools Web Site: [www.greenwichschools.org](http://www.greenwichschools.org).

### KEY DATES FOR THE 2015 GREENWICH DISTINGUISHED TEACHERS AWARDS

<b>December, 2014 - March , 2015</b>	Nomination Packets available in each school and online
<b>March 5, 2015 - 5:00PM</b>	Deadline for completed nomination packet – submitted in person to the Havemeyer Building/Communications Office
<b>April 21, 2015</b>	Distinguished Teachers Awards Committee selection of finalists
<b>April 21, 2015 (evening)</b>	Candidates, nominators and principals notified by telephone
<b>April 22, 2015</b>	Finalists announced at their schools
<b>April 23, 2015</b>	Finalists are presented at the Board of Education meeting at Riverside School by the Chairman of the DTAC. Finalists also attend a dinner at Riverside School with the Board members prior to the meeting; photographs are taken. (Nominators, seconders, colleagues and family members are encouraged to attend the Board of Ed. Meeting.)
<b>May 5, 2015</b>	Distinguished Teachers Awards Ceremony Central Middle School 4:00PM - 5:30PM  (Nominators will present their candidate in a brief introduction, <b>no more than one minute</b> . Finalists are asked to make a very brief acceptance speech. Seconders, colleagues, students and family members are encouraged to attend the ceremony.)



# GREENWICH DISTINGUISHED TEACHERS AWARDS 2015

## NOMINATION PACKET INSTRUCTIONS

The Nominator is responsible for coordinating the completion and submission of the entire nomination packet. This includes writing one of the recommendations, obtaining two seconders and providing them with the instructions, obtaining the candidate's Acknowledgement and Distinguished Teacher Criteria Forms, and submitting the completed packet by the deadline of 5:00PM on March 5, 2015. ***Please be sure that the submissions have been proofread. Use the checklist provided below to ensure that all of the required pieces are included, and have been completed accurately and according to the instructions.***

### THE NOMINATION PACKET CHECKLIST AND INSTRUCTIONS:

All information should be treated confidentially. Only one nomination per candidate will be accepted.

1. **Information Form** – This should be completed by the Nominator. Please be sure the candidate meets the eligibility requirements (see “An Overview”)
2. **Candidate's Acknowledgement Form** – Candidate must sign and date the form acknowledging that their personnel file will be reviewed by the GPS Human Resources Department.
3. **Candidate's Distinguished Teacher Criteria Form** – This form must be filled out by the candidate electronically in the format provided. Please download the form from the GPS web site at [www.greenwichschools.org](http://www.greenwichschools.org) (No more than four, one-side only, double-spaced, typed pages, using 12 pt. font.) Candidate must cite specific examples of how they exhibit the seven criteria of a Distinguished Teacher. ***Candidate must sign and date the Criteria Form***

**Three separate recommendations are required – one from a professional colleague, one from an administrator, and one from a parent/student/other community member. No more than three letters of recommendation will be accepted.**

4. **Nominator's Recommendation** – (No more than two, one-side only, double-spaced, typed pages, using 12 pt. font). Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page. ***Nominator must sign and date the recommendation.***
5. **Seconder #1's Recommendation** – (No more than two, one-side only, double-spaced, typed pages, using 12 pt. font). Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page. ***Seconder must sign and date the recommendation.***
6. **Seconder #2's Recommendation** – (No more than two, one-side only, double-spaced, typed pages, using 12 pt. font). Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page. ***Seconder must sign and date the recommendation.***

### SUBMISSION OF THE NOMINATION PACKET:

Complete Nomination Packets, one per candidate, must be submitted to the Communications Office at the Havemeyer Building, 290 Greenwich Ave., by the **deadline: 5:00PM on March 5, 2015**. Please use one paper clip to secure all pages. Do not put the packet into any kind of binder. We will not accept laminated pages, notebooks, scrapbooks, additional letters of recommendation, etc. In order to assure that all applications are received and all components are valid, we will only accept Nomination Packets delivered in person. Packets may be submitted prior to the deadline by appointment. Please call the Communications Office at 203-625-7415 to arrange a date/time. You will receive written confirmation of the receipt of the packet. Please notify the Communications Office by March 13<sup>th</sup> if you have not received the confirmation.



## NOMINATION PACKET INSTRUCTIONS – CONTINUED

### RE-SUBMITTING A NOMINATION FROM A PRIOR YEAR:

To re-submit a nomination packet, you may use materials submitted in a previous nomination. However, an entire nomination packet must be submitted according to the instructions in this 2015 Nomination Packet Instruction Booklet, including new signatures and dates indicating that all parties have agreed to re-submit the packet. ***Please note that changes and clarifications have been made to the 2015 instructions. The re-submitted packet must be revised as necessary to adhere to these instructions.***

If you have any questions regarding the Nomination Packet Instructions, please contact Kim Eves at 203-625-7415 or kim\_eves@greenwich.k12.ct.us.

### NOTIFICATION:

After the selection process is completed on the 21<sup>st</sup> of April, all candidates, their nominators and their principals will be notified by a telephone call from one of the members of the Distinguished Teachers Awards Committee. The nominators are responsible for informing the seconders. The Communications Office will announce the finalists to the media on the following day.

### NOMINATOR'S CEREMONY RESPONSIBILITIES:

If your nominee is selected as one of the 2015 Distinguished Teachers you will be responsible for presenting him/her in a one-minute introduction at the ceremony on May 5<sup>th</sup>. The nominators and their nominees are the only on-stage participants in the ceremony. If the nominator is unable to attend the ceremony, one seconder will be designated by the nominator as his/her replacement. Please confirm your participation with the Communications Office once you have been notified of the status of your nominee.



## INFORMATION FORM

The Nominator must fill in this form and deliver it along with the nominator's recommendation, the candidate's Acknowledgement and Distinguished Teachers Criteria Forms, and the seconders' recommendations to the Communications Office by March 5, 2015, 5:00pm.

**For the nomination of** \_\_\_\_\_

_____ School & grade level	_____ Home Tel. No./Cell No.
_____ Area of teaching	_____ Address of Nominee
_____ No. of yrs. teaching	_____ City/State/Zip
_____ No. of yrs. teaching in Greenwich	_____ Email Address of Nominee

### 1) **Nominator**

**Category** (check one):

- ☐ Administrator
- ☐ Colleague
- ☐ Parent/Student/Community Member

_____ Name & School/Affiliation
_____ Home Tel. No./Business Tel. No./Cell No.
_____ Address of Nominator
_____ City/State/Zip
_____ Email Address of Nominator

### 2) **Secunder**

**Category** (check one):

- ☐ Administrator
- ☐ Colleague
- ☐ Parent/Student/Community Member

_____ Name & School/Affiliation
_____ Home Tel. No./Business Tel. No./Cell No.
_____ Address of Secunder
_____ City/State/Zip
_____ Email Address of Secunder

### 3) **Secunder**

**Category** (check one):

- ☐ Administrator
- ☐ Colleague
- ☐ Parent/Student/Community Member

_____ Name & School/Affiliation
_____ Home Tel. No./Business Tel. No./Cell No.
_____ Address of Secunder
_____ City/State/Zip
_____ Email Address of Secunder



## ACKNOWLEDGEMENT OF PERSONNEL FILE REVIEW

**Candidate must sign, date and submit to Nominator.** Nominator must deliver complete packet to the Communications Office at the Board of Education by March 5, 2015, 5:00PM.

I understand that to confirm my eligibility to be nominated to receive a Distinguished Teachers Award, the nomination will be reviewed by the GPS Human Resources Department and the eligibility requirements outlined in the instructions will be confirmed prior to officially accepting the nomination. In addition, Human Resources will conduct a review of my personnel file to ascertain that I am an employee in good standing. I understand that information describing the criteria of an employee in good standing is available by contacting the Greenwich Public Schools' Human Resources Department.

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Candidate's Name

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Candidate's Signature

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Date

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Nominator's Name



## CANDIDATE'S DISTINGUISHED TEACHER CRITERIA FORM

Please use this form to cite specific examples of how you exhibit the seven criteria of a Distinguished Teacher. Limit to four, double-spaced, one-side only, typed pages using a 12pt. font. This form must be accessed as a Word document on the GPS Web Site – **[www.greenwichschools.org](http://www.greenwichschools.org)**. You may download the Word document, fill it in electronically, and print it out for submission to your nominator. Please note that the Word document form will expand to allow ample space for your examples. The entire document, however, may not exceed four pages. **Please sign, date and submit to Nominator.** Nominator must deliver complete packet to the Communications Office at the Board of Education by March 5, 2015, 5:00PM.

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Nominator's Name

**CRITERION 1:** *Inspires enthusiasm for learning and elicits a high level of achievement from students in relation to their individual abilities*

**CRITERION 2:** *Expects students to take responsibility for their own learning*

**CRITERION 3:** *Demonstrates and continues to pursue a high mastery of subject matter and best practices for instruction*

**CRITERION 4:** *Has the respect of students and colleagues*

**CRITERION 5:** *Communicates well with parents and students*

**CRITERION 6:** *Collaborates and makes contributions to improve overall student achievement within the classroom*

**CRITERION 7:** *Makes contributions to improve the school, District, and/or community beyond the classroom*

*Please use the space below if there is any additional information that you would like the committee to know.*





## NOMINATOR'S FORM

Limit to two, double-spaced, one-side only, typed pages using a 12pt. font. **Please sign, date and submit to Nominator.** Nominator must deliver complete packet to the Communications Office at the Board of Education by March 5, 2015, 5:00PM.

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Candidate's Name

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Nominator's Name



## SECONDER'S FORM

Limit to two, double-spaced, one-side only, typed pages using a 12pt. font. **Please sign, date and submit to Nominator.** Nominator must deliver complete packet to the Communications Office at the Board of Education by March 5, 2015, 5:00PM.

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Candidate's Name

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Secunder's Name



## SECONDER'S FORM

Limit to two, double-spaced, one-side only, typed pages using a 12pt. font. **Please sign, date and submit to Nominator.** Nominator must deliver complete packet to the Communications Office at the Board of Education by March 5, 2015, 5:00PM.

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Candidate's Name

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Secunder's Name

