THOSE WHO EXCEL

Education Awards Program
2020-2021 Nomination Packet

Deadline for Submission:
Friday, April 17, 2020
Email nominations to: barbara.pierce@psd150.org
or deliver to:
Barbara Pierce, Communications Specialist
Peoria Public Schools
3202 N. Wisconsin Ave.
Peoria IL 61603
Welcome to the Peoria Public Schools Those Who Excel/Donald M. Phares Classroom Teacher of the Year award program.

This year’s program has seven nomination categories:
1. Classroom Teacher (must spend 50 percent of time in the classroom)
2. School administrator/principal
3. Student Support Personnel (Licensed)
4. Educational Service Personnel (Unlicensed)
5. Community volunteer
6. Team
7. Early Career Educator (Educators with two-to-five years classroom teaching experience.)

NOMINATION PACKETS – For nominator convenience, the nomination packets are grouped in three areas with specific criteria for each one.

The groupings are:

Nomination Packet A.............Student Support Personnel; Educational Service Personnel; Community Volunteer

Nomination Packet B.............Classroom Teacher; School Administrator; Early Career Educator

Nomination Packet C.............Team

If you have questions about completing the nomination process, please contact Barbara Pierce
barbara.pierce@psd150.org
309-672-6744 ext. 22302
Peoria Public Schools
3202 N. Wisconsin Ave.
Peoria IL 61603

THOSE WHO EXCEL EDUCATIONAL AWARDS
PROGRAM NOMINATION FORM 2020-2021

INSTRUCTIONS: Nomination forms must be typed or printed via computer. Copies of this form may be made for multiple nominations. Complete the form and return with required materials described in guidelines in above address. Deadline for submission: Friday, April 17, 2020.

CHECK ONE: (If other, specify title)  Dr.  Ms.  Miss  Mr.  Mrs.  Other (specify)  

NAME OF NOMINEE (First, M.I., Last)  (For Teams, please list TEAM name, not individual’s)  How is name pronounced?

HOME ADDRESS (Street, City, State, ZIP Code)  HOME TELEPHONE (Include area code)  EMAIL ADDRESS

NAME OF PRINCIPAL (First, Last)  TELEPHONE (Include Area Code)  FAX (Include Area Code)

ADDRESS (Street, City, State, ZIP Code)  NAME OF SCHOOL BUILDING FOR WHICH SERVICES WERE PERFORMED

CHECK ONE: (If other, specify title)  Dr.  Ms.  Miss  Mr.  Mrs.  Other (specify)

NAME OF SUPERINTENDENT (First, Last)  TELEPHONE (Include Area Code)  FAX (Include Area Code)

ADDRESS (Street, City, State, ZIP Code)  RCODE Code

NAME AND NUMBER OF SCHOOL DISTRICT FOR WHICH SERVICES WERE PERFORMED (Omit for private schools)

NAME OF ORGANIZATION/INDIVIDUAL SUBMITTING NOMINATION (First, Last)  TELEPHONE (Include Area Code)

ADDRESS (Street, City, State, ZIP Code)  FAX (Include Area Code)

Check the category below for which the nomination is being submitted and provide the requested information. Only one nomination per category will be accepted.

☐ Student Support Personnel  (Licensed)

☐ Educational Service Personnel  (Unlicensed)

☐ Community Volunteer

☐ Classroom Teacher  (50% of time in classroom)

☐ Early Career Educator

☐ School Administrator

☐ Team

CHECK ONE:  Media/Librarian/Audio Visual  Guidance Counselor  Psychologist  Social Worker  Nurse  Speech/Language Therapist  Other (specify)

CHECK ONE:  Cafeteria Worker  Janitor/Custodian  Bus Driver  Secretary  Aide  Crossing Guard  Other (specify)

CHECK ONE:  Superintendent  Assistant Superintendent  Principal (Asst. Prin.)  Other (specify)

NUMBER OF YEARS AS VOLUNTEER

TCTAL YEARS OF EXPERIENCE IN INDICATED FIELD

NUMBER OF YEARS IN PRESENT POSITION  TOTAL YEARS TEACHING EXPERIENCE

SUBJECT(S);

NUMBER OF YEARS IN PRESENT POSITION  TOTAL YEARS ADMINISTRATIVE EXPERIENCE

(Submit required materials described in guidelines - no additional information needed on this form.)

This form must be included with required materials for all categories described in the guidelines. Incomplete nominations cannot be considered. A separate nomination form must be submitted for each individual nominated.

Only one nominee in a category per school district will be considered. The superintendent’s (or chief administrator’s) signature is required to verify that this is the only nomination in this category from this district.

_________________________________  ____________________________________________
Date  Signature of Superintendent or Chief Administrator

ISBE 03-10 (3/18)
Please read the nomination guidelines carefully before beginning nomination process.

The Peoria Public Schools Those Who Excel/Donald M. Phares Classroom Teacher of the Year Program recognizes people who have made outstanding contributions to Peoria Public School elementary and secondary education. A selection committee comprised of past Donald M. Phares winners, district administrators, business and community members is convened in April to evaluate and score the nominations. Winning nominations for Peoria Public School District 150 are entered in the Illinois State Board of Education (ISBE) Those Who Excel award program in June.

Peoria Public school award winners are announced in August.

ISBE Those Who Excel nominees and their administrators will be notified by mail in late summer about their application results. At the state level, three types of awards are given:

- Award of Excellence
- Award of Meritorious Service
- Award of Special Recognition

ISBE Those Who Excel Awards are presented at the state banquet in October.

**Nominations can be made in seven categories:**

- Student Support Personnel (Licensed)-School nurse, psychologist, social worker, school counselor, media/librarian/audio visual, or speech/language therapist who spends more than 50 percent of time in the indicated field.
- Educational Service Personnel (Unlicensed) - Includes aides, cafeteria workers, custodians, secretaries, bus drivers, crossing guards, and others.
- Community Volunteer
- Classroom Teacher (Licensed) - Preschool, elementary, junior high/middle, or high school teacher who spends more than 50 percent of the time instructing students (includes reading specialists).
- School Administrator-District superintendents, assistant superintendents, principals, assistant principals, coordinators, directors, or others whose responsibilities are more than 50 percent administrative. Districts may nominate only one in this category.
- Team-Includes, for example, teams of teachers or administrators, civic organizations, parent organizations, school boards, booster clubs, etc.
- Early Career Educator - Teachers in their second to fifth years of teaching may be nominated for the Outstanding Early Career Educator award. The criteria for this award is the same as for any teacher but publicly recognizes the accomplishments of a teacher in the early years of their career.

*First presented in 1992, the Phares Medallion is the highest honor Peoria Public Schools can bestow on an educator. A candidate for Teacher of the Year should:*

- Advocate for students and teachers;
- Actively collaborate within the professional learning community and with parents and families;
- Be an exceptionally dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school, pre-kindergarten through grade 12, who is planning to continue in an active teaching status;
- Inspire students of all backgrounds and abilities to learn;
- Have the respect and admiration of students, parents, and colleagues; and
- Demonstrate leadership and innovation in and outside of the classroom that embody lifelong learning.

The winner of the PPS Donald M. Phares Classroom Teacher of the Year Award is entered into The Illinois Teacher of the Year program. The Illinois Teacher of the Year is selected from among the Award of Excellence winners in the Classroom Teacher category. The Illinois Teacher of the Year will serve as an Ambassador for Teaching. He or she may conduct workshops and speak to education and civic organizations. The Illinois Teacher of the Year receives a lifetime tuition waiver at one of seven state universities. In addition, the Illinois Teacher of the Year competes in the National Teacher of the Year Program.
Required Nomination Format - Please read and follow instructions carefully.

Please follow the format described below.

Nominations must be submitted **by Friday, April 17, 2020**

1. Nomination may be made by any person or organization, including the nominee themself or a member of the team for the team category. The nominees must be directly involved with a Peoria Public school and can be nominated only for their positions or roles in the education community during the 2019-2020 school year. To be eligible for consideration for Teacher of the Year, however, nominees in the teacher category must also hold a teaching position in Peoria Public Schools during the fall of 2020.

2. A form must be completed for each nominee.

3. The first two pages of all completed nomination packets must consist of a) the cover page from this packet and b) the nomination form. Subsequent packet sections should follow in numerical order.

4. Each section of the nomination packet has a maximum length requirement that will be enforced.

5. Each nomination should be double-spaced with one-inch margins on plain 8 1/2 x 11-inch paper, **ONE SIDE ONLY**. Type size must be 12 point. **PLEASE DO NOT INCLUDE PHOTOGRAPHS OR ADDITIONAL MATERIAL.**

6. **LETTERS OF RECOMMENDATION:** may be single spaced on letterhead or personal stationary. If a letter of recommendation is written by a student on loose-leaf notebook paper, please **DO NOT** submit the original. Photocopy the letter onto 8 1/2 x 11-inch white paper and submit the photocopy. Please note the author’s association to the nominee at the top of each letter e.g. parent, student, administrator, volunteer etc. To avoid delays, ask for Letters of Recommendation well in advance of the April 17, 2020 nomination deadline.

7. Parents and students may need assistance composing their letters particularly including specific examples of the nominee’s contribution. For example, do not just say “went above and beyond” their expectations. Give specific examples of when, how and why nominee went “above and beyond.” Consider asking for more letters of recommendation than are required in case one person is unable to complete the request in time.

8. Put the nominee’s name in the upper-right corner of ALL nomination packet pages.

9. All materials should be stapled together in the upper left corner.

10. Please do not submit nomination packets in folders or binders.

**Deadline for Submission:**

**Friday, April 17, 2020**

Deliver hard copy nominations to:

Barbara Pierce
Communications Specialist
Peoria Public Schools
3202 N. Wisconsin Ave.
Peoria IL 61603

Email nominations to: barbara.pierce@psd150.org

Questions regarding the nomination process:

barbara.pierce@psd150.org

309-672-6744 ext. 22302
Section 1 – Nominator’s Recommendation

Using specific descriptions and examples, succinctly explain what qualities the nominee possesses and what activities have been undertaken on behalf of schools and students that qualify the nominee as deserving of statewide recognition.

Length: Maximum of two double-spaced pages.

Section 2 – Letters of Recommendation

Only three letters of recommendation are required and will be accepted in addition to the nominator’s recommendation. Letters should be written by individuals from three of the following categories: Teacher, Administrator, Parent, or Student. Each letter should be labeled to indicate which category the author is from.

Length: Maximum of one single-spaced page.

Section 3 – Professional Biography

Describe background and experiences that led to involvement in the educational system and activities that improve performance. This could include biographical information, educational background, awards, or other honors. Please do not submit resumes for this portion.

Length: Maximum of two double-spaced pages.

Section 4 – Response to Questions

In answering the questions below, provide specific examples and information that describe how the nominee has gone above and beyond normal job responsibilities to exemplify excellence.

Length: Maximum of five double-spaced pages.

1. How has the nominee demonstrated excellence in the fulfillment of duties?
2. How has the nominee demonstrated concern for children?
3. What positive effect has the nominee had on the school environment?
4. How has the nominee shown leadership or inspired others to achieve?
5. How has the nominee gone above and beyond what would be expected in the fulfillment of duties?
NOMINATION PACKET B
Classroom Teacher, School Administrator, or Early Career Educator

Section 1 – Nominator’s Recommendation

Using specific descriptions and examples, succinctly explain what qualities the nominee possesses and what activities have been undertaken on behalf of schools and students that qualify the nominee as deserving of statewide recognition.

Length: Maximum of two double-spaced pages.

Section 2 – Letters of Recommendation

Only four letters of recommendation are required and will be accepted in addition to the nominator’s recommendation. One letter should be written by an individual in each of the following categories: Teacher, Administrator, Parent, and Student. Please indicate the author’s association to the nominee at the top of each letter.

Length: Maximum of two double-spaced pages.

Section 3 – Professional Biography

Describe background and experiences that influenced you to become a teacher/educator. How have you continuously participated in professional development to enhance content knowledge and improve teaching skills? 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. Please do not submit resumes for this portion.

Length: Maximum of two double-spaced pages plus a resume as described below.

All nominees under Packet B 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.

(Continued on page 2)
Section 4 – Response to Questions

The following questions are to be answered by the nominee using specific examples and information that demonstrate how well you fulfill the expectations under each of the following four categories. Responses are to be written in first person.

Length: Maximum of 12 double-spaced pages for completing all questions.

PHILOSOPHY OF TEACHING

Describe your personal feelings and beliefs about teaching/education, including your own ideas of what makes you an outstanding teacher/educator. Describe the rewards you find in teaching.

STUDENT SUCCESS

How have you demonstrated leadership skills and incorporated the Illinois Learning Standards and Common Core standards in your teaching for all students so that all of them have the opportunity to meet and exceed the standards?

COLLABORATION

How have you demonstrated excellence as a contributing member of a collaborative learning culture? How have you worked with colleagues, parents, families, and the community to improve teaching and learning, and to foster teamwork among students?

TEACHING PROFESSION

What do you do to strengthen and improve the teaching profession, i.e., leadership skills, collaboration, advocacy, professional development, Illinois Learning Standards, Common Core Standards, or other areas of current focus? What is or should be the basis for accountability in the teaching profession?

The Professional Biography and Response to Questions are to be written by the nominee. The Response to Questions section is to be written in first person.

Please note: The Professional Biography is to be submitted in addition to a resume.
NOMINATION PACKET C

Team

Section 1 - Nominator’s Recommendation

Using specific descriptions and examples, explain what qualities the team possesses and what activities have been undertaken on behalf of schools and students that qualify the team as deserving of statewide recognition.

Length: Maximum of two double-spaced pages.

Section 2 - Letters of Recommendation

Only three letters of recommendation are required and will be accepted in addition to the nominator’s recommendation. Letters should be written by individuals from three of the following categories: Teacher, Administrator, Parent, Student, or community organization. Please indicate the author’s association to the nominee at the top of each letter.

Length: Maximum of two double-spaced pages.

Section 3 - Professional Biography

Describe background and experiences that led to development of the team and to its involvement in activities that led to improved student or school/district performance and/or opportunities. Please do not submit resumes for this portion.

Length: Maximum of two double-spaced pages.

Section 4 - Contribution to Education

Using the questions below, describe what contributions the team has made to a class, school or district that are above and beyond usual expectations and that have resulted in improved student learning or greater opportunities for students.

Length: Maximum of five double-spaced pages.

1. How has the team demonstrated excellence in the fulfillment of duties?
2. How has the team demonstrated concern for children?
3. What positive effect has the team had on the school environment?
4. How has the team shown leadership or inspired others to achieve?
5. How has the team gone above and beyond what would be expected in the fulfillment of duties?

Please Note: The team must have a name, and only one application should be submitted per team. Do not use an individual’s name; just the team name should be used on all required documentation.