



## **OCSD Rookie Teacher of the Month Guidelines and Expectations**

1. The **Rookie Teacher of the Month (RTOM)** should be classified as a **first year teacher** in OCSD.
2. Nominations can be made by the **principal, assistant principal or staff member.**
3. Principals will review any nominations submitted by staff members to ensure employee meets criteria.
4. The nominated teacher must be in good professional and attendance standing for the nominated month.
5. The RTOM Nomination Form must be submitted by the **25<sup>th</sup>** of the month in order to give the Selection Committee time to review applications and score.
6. Applications will be sent to the Selection Committee with identifying information such as the school redacted to ensure fairness.
7. The candidate with the highest score will be chosen for **RTOM.**
8. All submitted applications can roll over to the following month.
9. Winners will be announced at the first board meeting of the month.
10. The winners from each month will have the opportunity to compete for Rookie Teacher of the Year through an application process. Details TBD.